

# GRACELAND COLLEGE BULLETIN

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VOL. 8

LAMONI, IOWA, JUNE, 1912

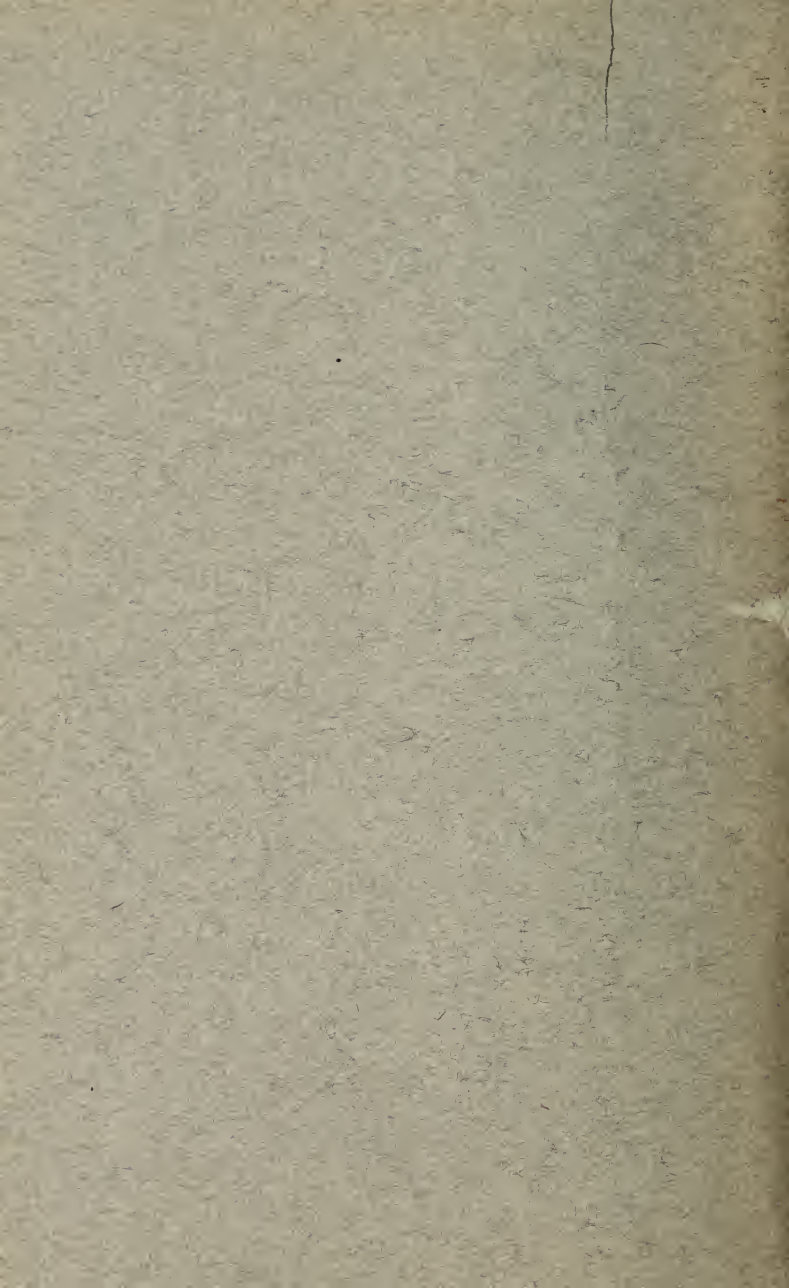
NO. 2


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CONTAINING SEVENTEENTH ANNUAL  
CALENDAR

1911-12

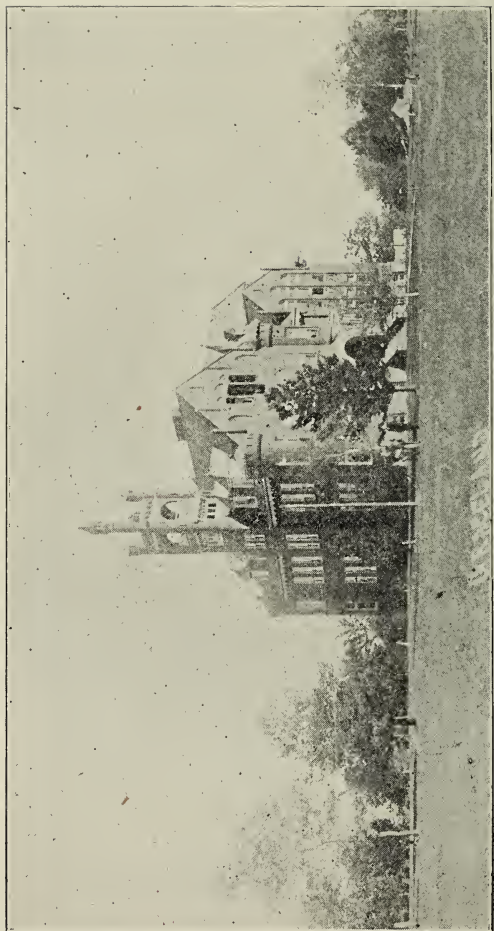
PUBLISHED QUARTERLY, BY  
GRACELAND COLLEGE  
LAMONI, IOWA





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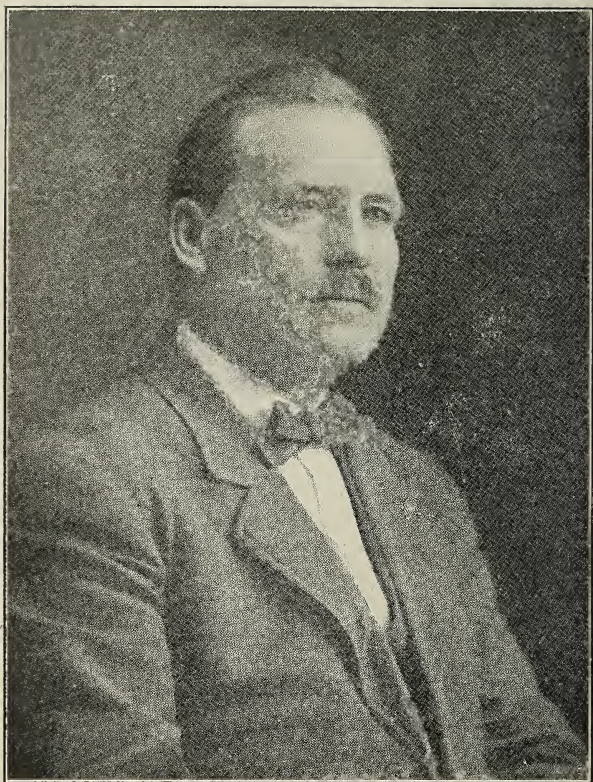
# GRACELAND COLLEGE BULLETIN

1911-12  
WITH ANNOUNCEMENTS FOR  
1912-13

PUBLISHED BY  
GRACELAND COLLEGE  
LAMONI, IOWA

Entered July 3, 1905, at Lamoni, Iowa, as second-class  
matter, under act of Congress of  
July 16, 1894





PRESIDENT J. A. GUNSOLLEY.

## FOREWORD

In attendance this year has been the best, two hundred twenty-nine being enrolled in all the departments as compared with one hundred fifty-eight last year, a gain of almost forty-five per cent. This is a good showing, and if all the boosters would boost a nice gain would be had each year.

The Christian spirit has been the predominating one. Every student has had within easy reach a power for good in the high moral and spiritual standard maintained. The students' prayer and testimony meetings, as well as the firm stand for right taken by a majority of the students, are evidences of the active religious interest possessed. The religion of the Bible is upheld in Graceland and the Christianity of the New Testament is kept prominently in view. Honesty and fairness are recommended always and insisted upon in the classroom, in business dealings, and in athletics.

Many young people of both sexes have enjoyed the assistance of the self-help feature of the College, and they bless the name of Graceland for the privilege of education and training which has come to them in this way.

Our record in athletics is nothing of which to boast, so far as the score card shows, but in the reputation for good, clean, rational athletics, we have not taken a backward step; and efforts are being made for improvement during the coming year.

In the arrangement of sessions we are adopting the semester basis instead of the term basis as hitherto. Our Preparatory Course will henceforth be four years instead of three, enabling us, we believe, to reach more fully to accredited standing. Our Normal Department has been strengthened by the addition of a practical training school. The Business Course is to be extended to include a post-graduate course of one year, leading to a degree.

The library constantly increases, and the classifying and cataloguing will be carried to completion during the vacation. The help rendered by many in this department is gratefully acknowledged, and it is hoped many more will place us under obligations to them by liberally donating books and money to this department. We need both.

The Temporary Endowment Fund, that never-failing fountain of strength financially, continues to grow and is destined to put the College in the front ranks of educational institutions, if we neither falter nor fail. There is room for many more, however, and the help is very much needed to pay off the indebtedness and to extend the work to meet the immediate demands.

The aim of the trustees is to strengthen the work in every way, and as rapidly as possible consistent with the means available. To do this will require a united effort, each doing all he can, and praying that all may be blessed together.

We are glad to answer inquiries and to give all the information possible about our work. We solicit correspondence.

Address all communications to

GRACELAND COLLEGE, LAMONI, IOWA.



## FACULTY

J. A. GUNSOLLEY, B. S., B. Acct.,  
Western Normal College,  
Acting President.

Professor in Normal and Preparatory Departments.

CHARLES B. WOODSTOCK,  
Graduate State Normal School, Whitewater, Wisconsin.  
Instructor in Normal School and Manual Training,  
Supervisor of Practice Teaching.  
Granted Leave of Absence for 1912-13.

\*MARY F. L. FITZPATRICK, B. S.,  
University of Iowa, Post Graduate of Bonn, Germany.  
Professor of German and French.

MABEL KNIPSCHILD, B. A., B. S.,  
University of Missouri.  
Professor of Modern Languages.

T. J. FITZPATRICK, B. S., M. S.,  
University of Iowa, University of Chicago.  
Professor of Mathematics and Sciences.

FLOYD M. McDOWELL, B. A.,  
University of Iowa.  
Professor of Psychology, History, and Education.

ROY V. HOPKINS, B. A.,  
Lombard University, Illinois.  
Professor of Ancient Languages, Director of Athletics.  
Dean of Men.

MRS. J. H. ROYCE,  
Instructor in Normal and Preparatory Subjects.  
Dean of Women and Matron of Patroness Hall.

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\*Retired June, 1912.

PAULINE ANTHONY,  
Instructor in Shorthand and Typewriting.

GUY F. MINTUN, M. C. S.,  
Highland Park College,  
Professor of Accountancy, Law, and other Commercial Subjects.

\*HELENA J. LAMBERT, B. E.,  
Soper School of Oratory, Chicago.  
Professor of Oratory and Public Speaking.

MISS ZAIDA GAINES,  
Graduate Powers School, Oratory, Boston.  
Professor of Oratory and Public Speaking.  
Instructor in English.

\*MARGUERITE L. WICKES, B. M.,  
Chicago Musical College.  
Instructor in Piano and Harmony.

MISS LAURA B. KELLEY,  
Pupil of Mr. and Mrs. Carl Busch, Kansas City; and of Professor  
Robert Teichmueller, Head of the Royal Conservatory of  
Music, Leipzig, Germany.  
Director of School of Music.  
Instructor in Piano and Harmony.

\*HELEN BATES, B. M.,  
Simpson Conservatory of Music.  
Instructor in Voice and History of Music.

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Instructor in Voice and History of Music.

CHRISTIANA SALYARDS,  
Instructor in Bible Study and Religious Pedagogy.

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\*Retired June, 1912.

## OTHER OFFICERS AND EMPLOYEES

AMOS BERVE,

Superintendent of Buildings and Grounds and of Commissary  
Department.

Dean of Marietta Hall.

Shop Foreman.

MRS. EMMA BENEDICT,

Superintendent of Culinary Department.

## BOARD OF TRUSTEES

TERM EXPIRES 1913.

F. B. BLAIR, Lamoni, Iowa.

S. A. BURGESS, Saint Louis, Missouri.

JOHN F. GARVER, Lamoni, Iowa.

TERM EXPIRES 1914.

DANIEL ANDERSON, Lamoni, Iowa.

ALBERT CARMICHAEL, Lamoni, Iowa.

TERM EXPIRES 1915.

FRED W. NEWCOMB, Lamoni, Iowa.

T. A. HOUGAS, Macedonia, Iowa.

## OFFICERS OF THE BOARD.

ALBERT CARMICHAEL, Chairman.

S. A. BURGESS, Secretary.

J. A. GUNSOLLEY, Treasurer, not a member of Board.

## ALUMNI ASSOCIATION

CYRIL WIGHT, president, Lamoni, Iowa.

BERTHA A. STEELE, vice president, Independence, Missouri.

RUBY BAGULEY, secretary, Lamoni, Iowa.

IRENE LAYTON, treasurer, Holden, Missouri.

H. H. GOLD, historian, Lamoni, Iowa.

## CALENDAR

The academic year consists of thirty-six weeks, exclusive of vacations.

1912.

First semester begins Monday .....September 9  
Holiday vacation begins Friday .....December 20

1913.

Work resumed Monday .....January 6  
First semester ends Friday .....January 24  
Second semester begins Monday .....January 27  
Second semester ends Friday .....May 30  
Commencement Wednesday .....June 4

The first day of each semester is Registration Day.

## CHAPEL LECTURES, RECITALS, AND ENTERTAINMENTS, 1911-12

September 11, Opening Address, Honorable I. A. Smith, "Purpose and Preparation."

September 19, Annual Reception, Sunday School and Religion.

September 20, "The Well-Informed Man," A. Carmichael.

September 21, Faculty Recital.

September 28, "A Hundred-Point Man," Mrs. J. H. Royce.

September 28, Annual Reception to New Students, and New Teachers, and Trustees, by Faculty.

October 11, "The Laws of Life," McRay.

October 17, Lyric Entertainers, Lecture Course.

October 18, Booster Club Program.

October 25, "Individual Responsibility," Acting President.

November 2, "Our Attitude Toward Religion," G. W. Blair.

November 7, "The Unseen Man and Woman," John W. Marshall.

November 16, State Teachers' Convention, report on by faculty members.

November 23, "Necessity for Honesty and Moral Standard,"  
Columbus Scott.

November 28, Lecture Course, Newens' Message from Mars.

December 4, Opening Address, Reverend R. M. Shipman, "If  
I were a Student Again."

December 11, Social Purity Meetings.

December 14, "Higher Education, Is It Beneficial or Detri-  
mental?" Professor F. M. McDowell.

December 18, Dunbar Orchestra Lecture Course.

December 25, "Missouri-Iowa Boundary," Heman C. Smith.

December 25, Blind Boone Concert Company.

December 30, Oratory Recital.

February 1, "Hitch Your Wagon to a Star," Joseph Roberts.

February 8, Booster Program.

February 15, "Necessity of Thinking—Thinking Right," Elder  
John Smith.

February 22, G. A. R. and W. R. Corps, Elder Frank Hackett.

March 14, Booster Meeting.

March 21, "Efficiency," S. A. Burgess.

April 4, Booster Program.

April 10, "Graceland at Conference," Professor J. A. Gunsolley.

April 17, "Experiences at Conference," Professors Hopkins and  
McDowell.

April 24, "Knowledge," Columbus Scott.

May 2, "Relation of Morals to Spirituality," John F. Garver.

May 10, Last Lecture Course Number, Strollers' Quartet.

May 17, Program by Pupils of Training School.

May 20, Undergraduate Piano Recital.

May 21, Undergraduate Piano Recital.

May 22, Athenian Graduation Exercises.

May 23, Undergraduate Piano Recital.

May 24, Graduating Exercises, Piano and Oratory, Junior Class.

May 25, Alumni Banquet.

May 26, Baccalaureate Sermon, Reverend R. M. Shipman.

May 27, Graduating Exercises, Piano and Oratory, Junior Class.

May 28, Graduating Exercises, Oratory, Senior Class.

May 29, Commencement Address, Judge Horace E. Deemer.

# General Information

## Ideal and Object

The foundation of Graceland College was determined in 1890, and its educational work commenced on September 17, 1895. The corner stone of the present building was laid on November 12, 1895. The building was opened for school work in January, 1897.

In the Articles of Incorporation of the College, it is declared that the College shall be "for the benefit of all persons who are able to enter the same as provided in the course of study, without distinction of sex, caste, or religion"; and it is further enjoined "that the College shall never be sectarian in its work or instruction, but its advantages and privileges shall be open to all alike."

The professors and teachers are selected upon their merits and ability to impart instruction. Inasmuch as the College was founded and supported by a religious body, the Reorganized Church of Jesus Christ of Latter Day Saints, this declaration of impartiality and nonsectarianism is almost unique in its liberality.

This ideal has been strictly maintained, and while every effort is made to surround the students of the College with moral and Christian influences, neither faculty nor students are restricted as to their religious privileges, nor hindered from the free exercise of their denominational preferences.

The object of the establishment of Graceland College was to provide an institution of higher learning, affording the means of acquiring the best possible education. Nobility of character and proficiency of scholarship were to be corner stones of its educational system. The situation of the College in a progressive and law-abiding community, where there are neither saloons nor drug-gists with permits to sell intoxicants, is a material advantage. As regards the quality of its educational training, it is sufficient to state that while the College does not profess to compete in the extensiveness of its curriculum nor in endowments with the great colleges and universities, it does propose to offer, in the branches of study for which it makes provision, work of the most advanced type, conducted on modern methods, and comparing favorably with the corresponding work of any institution. As patronage and



resources increase, the College will enlarge its area of work. The trustees are determined to secure the maintenance of a high standard of scholarship.

### **Situation and Buildings**

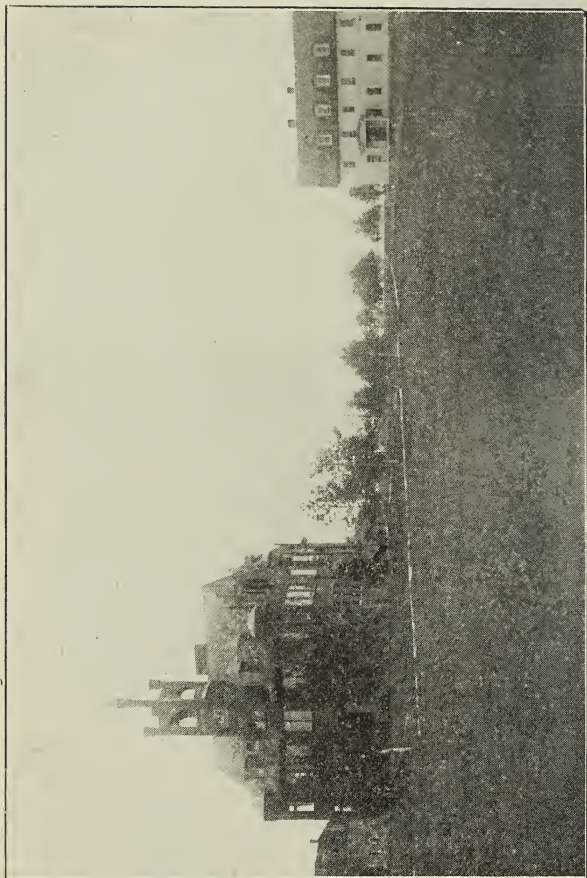
Graceland College is situated within the town of Lamoni, Decatur County, Iowa, being but a few miles from the Iowa-Missouri boundary. The College building and campus are picturesquely and healthily located upon high, rolling ground, properly drained and well laid out. The building is designed and planned with modern improvements, and is sufficiently commodious to answer the demands of a first-class institution. Ample space is reserved for the erection of such further buildings as, from time to time, may be necessary.

The area of the College addition is sixty-six and two-thirds acres, of which twenty acres were donated by Mrs. M. Walker, thirteen and one-third acres by Mr. W. A. Hopkins, and six and two-thirds acres by Mrs. M. A. Wickes, the remainder being secured by purchase.

### **Organization**

The College proper is open only to graduates of approved high schools or secondary schools (including the College Preparatory Course) or to those who pass its examinations for admission, the students being not less than sixteen years of age. The College provides regular courses of four years, leading to the degrees of Bachelor of Arts and Bachelor of Science. Special students, not candidates for a degree, are admitted, provided they can produce satisfactory evidence of their competency to take up the subjects which they propose to pursue.

In addition to the College courses, facilities are offered, for the present, in the following departments; Normal School, Preparatory School, Commercial School (including general business course, shorthand and typewriting course, and a combined course), and Schools of Music, Oratory, and Manual Training. There is also a Preliminary English Course designed to fit students for entering any of the regular courses offered by the College, even though his previous preparation has been quite limited.



MAIN COLLEGE BUILDINGS AND THE TWO DORMITORIES.

### The Library

During the last three years the library has been growing rapidly and now contains over eight thousand volumes. The books are classified according to the Dewey-Cutter system and a number of the main divisions have been card indexed. There are nearly a thousand bound volumes of magazines, thus giving quite efficient reference work and much collateral reading. Two recent additions are a file of the *Atlantic Monthly*, in 105 volumes, and a file of the *North American Review*, in 185 volumes. All divisions of the library have been greatly strengthened during the past year.

The friends of the College have been doing nobly by donating money and books for the library, yet there are many volumes needed. If you care to aid in any way, consult or write to the president or librarian.

### The Museum

The museum is situated on the third floor of the College building. During the past year much progress has been made towards a better arrangement and classification. In all there are twelve cases, which comprise in a general way one case for coins and script, one for early books and manuscripts, one for ethnology, two for anthropology, one for historical material, one for geology, one for zoology, one for botany, and the remainder for mineralogy and miscellany.

### Athletics

Though Graceland has not succeeded in securing sufficient means to provide a modern gymnasium, yet athletics has not been allowed to go unnoticed. Effort will be made to provide a modern gymnasium on the College grounds as soon as practicable.

Athletics is in charge of the General College Athletic Association. Football, baseball, track athletics, and tennis are encouraged. A managing board composed of three members of the faculty and two from the student body have general control of all athletic activities.

All forms of athletics are encouraged so far as is consistent with college work.

As it is natural for the young to give vent to their superfluous energies and enthusiasm by means of athletic sports, a director of athletics has been secured whose aim is not only to instruct in physical exercises, but also to see that such enthusiasm is kept under proper restraint and guided into proper channels; that the proper moral atmosphere shall pervade all sports and contests; that the principles of right, truth, and fairness may characterize such contests and be instilled into the minds of the young.

### **Oratorical Association**

It is the purpose of this association to hold annually a contest to which all students of the College are eligible; a prize of a year's scholarship is offered to the winner. This scholarship has been endowed by a friend of the College, one interested in oratorical work. This society affords an excellent opportunity for students to develop in public speaking.

### **Students' Literary Society**

The Athenian Literary Society was organized for the purpose of giving students opportunity to appear before audiences. The aim is to have every student registered in the College become an active member. The work consists of music, elocution, public speaking, and debate. The meetings are held every Saturday night during the school year.

### **Booster Club**

On February 3, 1908, a Booster Club was organized. A number of students were called upon for short speeches, at the chapel hour, in order to find out the sentiment of the student body towards this kind of an organization. Great enthusiasm was shown and many of the students gave excellent talks as to the purpose and possibilities of the proposed club.

An organization was effected and has continued, being a means of material help in various ways. Through the efforts of the club, excellent lecture courses have been offered to the people of Lamoni and community at very nominal prices. In the dormitories a system of electric signal bells that automatically call the class pe-

riods has been installed which is connected with the College clock in the main building. Much interest and enthusiasm have been awakened in college work by members of the club keeping before the people the advantages and needs of the College. Commencement speakers have been provided by the proceeds from the lecture courses, thus saving this expense to the school.

It is impossible to estimate the good done, or the good that may be done, through this club. It is the intention to extend its good work much farther by organizing local booster clubs in every place possible, and to make boosters of as many people as are willing to assist, whether identified with a club or not. All may be members of the "big club."

### **Patroness Society**

An organization known as the Patroness Society of Graceland College was formed for the purpose of assisting the institution in any way they could. This is a real "booster" organization, for since beginning work this organization has raised, by various methods, upwards of three thousand dollars for the benefit of the College. This amount has been judiciously expended in the following and other ways: The cement walk leading from town to the College, a lighting plant, the furniture for the President's office, a hundred dollars to the library, two thousand dollars to the building and equipment of Patroness Hall, named in honor of said society, a refrigerator for the boarding department, and many other things. The society has done much to cultivate the spirit of sociability in Lamoni, and has kept the college spirit keenly alive. We owe much to the Patronesses.

### **Government**

The aim in the administration of college government is to lead the student to feel that his honor demands that he acts in harmony with conditions promoting the highest possible development. Self-control, or self-government, is one of the great lessons of life. There is no better place to learn it than in the College. Rigid rules are laid down only as occasion demands. Anything of a malicious nature will be dealt with by severe measures. We

feel that we are granting privileges to the student and breach of discipline warrants deprivation of these privileges. Honorable dismissal is granted only upon a two-thirds vote of the Faculty.

Students who do not avail themselves of their opportunities while here will be reported to parents to that effect. It would be unjust to the parent to do otherwise.

### **Religious Exercises**

Devotional exercises are held in the College chapel every morning, except Saturday and Sunday, at 10.15 o'clock. All students are expected to attend unless excused by the President.

Regular Sabbath services are conducted at the Saints' chapel. At the morning service at 11 o'clock all students are expected to be present unless they are regular attendants elsewhere. The students are cordially invited to attend all the services of the church.

A student prayer meeting is held each alternate Wednesday evening in the College chapel.

### **Lectures**

During the year lectures are given in the College chapel, by members of the Faculty and others, on each Thursday morning. These lectures cover a wide range of subjects. Ministers in the missionary field and others kindly respond to invitations to address the students. These addresses are always full of interest.

Under the auspices of the Booster Club, the College maintains a lecture course which gives opportunity to hear good platform talent.

These features of college life have a cultural advantage not to be overlooked in selecting a school.

### **Attendance at Recitations**

Regularity of attendance at recitations is necessary. Five unexcused, or ten excused absences in four or five hour courses, or three unexcused, or six excused absences in two or three hour courses per semester will be sufficient to justify the respective teachers in canceling the registration. If any teacher thus cancels



the registration of any student, he can not reinstate such student unless by concurrence of the Faculty, which can be secured only by petition through the Secretary of the Faculty.

### **Examinations**

Examinations are held at the close of each semester. The student must take the examination before credit in any study is allowed. Any student failing to take an examination according to the regular arrangements may be refused an examination, unless his absence from the regular examinations is considered justifiable. Sixty-six and two-thirds per cent is granted on class grade, and thirty-three and one-third per cent on examination.

### **Degrees**

The degrees of Bachelor of Arts and Bachelor of Science are given upon the completion of the corresponding course of study. The conditions are fully explained elsewhere.

### **Dormitories**

There are dormitory accommodations for sixty-eight students on the College grounds. Marietta Hall and Patroness Hall have been built by funds contributed for the purpose. The rooms are light, well-ventilated, and comfortably furnished. Each building has electric lights, furnace heat, toilets, and baths.

The personal conduct of students living at the dormitories is at all times under the immediate supervision of the Dean of Men and the Dean of Women, respectively, who are resident at the dormitories and who with the Dormitory Committee of the Faculty make all necessary regulations, not otherwise provided for, pertaining to the student life.

Marietta Hall accommodates twenty-four men on three floors, with an athletic room in the basement. Patroness Hall accommodates forty-four women on the second and third floors, with a general kitchen, dining room, music room, and matron's room on the first floor, and laundry in the basement.

Expenses per week for students at these buildings will be as follows: Board, \$2.50; light, 15 cents; room, 50 cents; heat, 35 cents; total, \$3.50.

A limited number of men can engage comfortably furnished rooms at the College farmhouse, near by, and take their meals at the general dining room. The rate to such students will be \$3.25 per week throughout the year.

In all cases, payment for accommodation at the dormitories must be cash in advance, or some other satisfactory arrangement with the one in charge. In case of absence from meals no refund will be made, except for three or more consecutive meals, notice of such absence having been given previously, and then a refund of ten cents per meal may be allowed. In no case will payment for room rent, heat, or light be refunded while a room is being occupied by the property of an individual.

Transients may secure meals at the following prices: dinners only, 20 cents; consecutive meals, six for \$1.00; lodging, 15 cents.

Each student should provide himself with towels, a pair of blankets, one quilt, a small rug, and any other accessories he may desire.

Particular rooms may be engaged in advance by making application to the Superintendent of Buildings and Grounds and depositing a forfeit of two dollars (said amount being credited as the first four weeks' room rent) in accordance with the following consideration, viz:

By noon of June 1, all present occupants of rooms in any dormitory must have made application to retain their rooms, if they so desire, and have made the necessary deposit. All other applications, accompanied by the deposit, will be received, dated, and placed on file, and rooms assigned in proper order, after above date.

REGULATIONS.—During the past year the following regulations, adopted by the Board of Trustees, have been in force. Application for rooms signifies the willingness of students to abide by the regulations.

1. All students taking meals at Patroness Hall are expected to be on time for meals at the regular hour posted or announced. The men will leave the building promptly at the close of all meals.

2. All students resident on the College grounds are to be in their respective buildings and quiet at and after 8 o'clock p. m.,

except as leave of absence may be granted by the Dean in charge. On such nights, as well as on all other nights, unless special provision has been made, the students are to be in their respective rooms and quiet at and after 10 o'clock p. m. Lights will be turned out at 10.30. Lamps will be provided in case of sickness or emergencies, and may be procured by application to the Dean.

3. Dancing, the use of playing cards, tobacco, or intoxicants in any form, profanity, or rude and improper conduct are positively prohibited.

4. The use of chafing dishes, and the like, in cooking confections, and so forth, will be allowed only by arrangement with the Dean; and students bringing such utensils to the dormitories must leave them in the custody of the Dean.

5. The kitchen, dining hall, and other parts of the premises are in their nature private, and only students whose employment makes it necessary are permitted to have access to them, except as permission may be given by those in charge.

### **Prohibitory Regulations**

No student addicted to the use of tobacco or intoxicants, who shall not cease such use within thirty days after admission, shall be eligible to room upon the College premises.

Nor shall such student be eligible to membership in the College unless he shall cease such use within three months of enrollment.

### **Industrial Department**

The Industrial Department is prepared to give employment to a limited number of responsible young men and young women who wish to defray a part or all of their expenses by their own labors while attending College. This work includes a variety of employments: janitorships, firemen, gardeners, choremen, poultry keepers, laundry help, kitchen and dining room help, teamsters, general farm help, etc.

In order that there may be a perfect understanding, a simple form of contract will be provided to be signed by each student regularly employed, and a cash deposit or guarantee, not exceeding five dollars, will be required from each; said deposit or



INDUSTRIAL CLASS.

guarantee to be an evidence of good faith and to cover any loss to the department through carelessness or neglect of the student. Any part of said sum remaining at the expiration of the contract will be returned to the student. Up to the present time a uniform wage of eleven and one-third cents per hour is allowed students for all classes of work.

Prospective students desiring to partake of the benefits of the Industrial Department should communicate at an early date with the President's office.

A number of young people can obtain employment in the homes or business houses of Lamoni. The College will do everything possible to enable deserving and energetic students to earn their way.

Students working for all expenses must not expect to complete their studies in a minimum time; usually a longer period is required on account of the fewer studies that can be taken at one time.

### **The College Farm**

The College Farm of forty acres, together with the original college plat, makes a tract of one hundred acres adapted for farming purposes. The farm is fairly well stocked and equipped, furnishing good facilities for the teaching of agriculture. There is an old orchard and also one recently set out. Considerable gardening is done with special reference to supplying the tables of the boarding department with both fresh and canned fruits and vegetables. Dairying and poultry raising are quite important departments of the farm. The farm is operated by a superintendent, with such student help as may be needed.

### **Scholarships**

A number of scholarships have been issued by the College and are now in the hands of private patrons, who are often willing to confer the same for one or more years upon worthy students desirous of attending College; these scholarships cover tuition fees to the amount of \$30 per annum, but not registration, diploma, laboratory, or other incidental fees where such are imposed.



The College invites subscriptions to its scholarships and trusts that a considerable number may be taken up by those desiring to foster educational progress. The Secretary of the Board of Trustees or the President of the College will always be glad to respond to any inquiries.

The College authorities would be pleased to see as many of these scholarships as possible used to help deserving high school graduates to the attainment of a regular college course of four years, and that in any case preference should be given to students pursuing their studies for periods of not less than two years.

The Board of Trustees, through a friend of Graceland, have provided for the offering of an annual scholarship in Graceland College, valued at \$30, to the one winning in the annual oratorical contest. This scholarship carries with it considerable honor, and all who are contemplating attending Graceland should use their spare moments in preparing to enter this contest. Information will be gladly given upon inquiry.

## Tuition and Fees

### THE COLLEGE.

*Matriculation Fee.*—Every student before entering upon the regular collegiate work must pay a matriculation fee of \$3. In the case of students sitting for the admission examinations, the examination fee (\$5) covers matriculation.

*Tuition Fee.*—The tuition fee is \$30 per year if paid in advance, otherwise \$16.50 per semester, payable at the beginning of each semester.

*Laboratory Fees.*—These fees are payable in advance. See the individual courses for the amount of the fee.

*Graduation Fee.*—A fee of \$5 is payable on taking a degree.

### THE NORMAL SCHOOL.

*Registration Fee.*—One dollar a year unless registration is changed from one department to another. For each change there will be an additional fee of \$1.

*Tuition Fee.*—Thirty dollars per year in advance, or \$16.50 per semester in advance.



THE COMMERCIAL SCHOOL.

*Tuition.*—Forty dollars per year, or \$21.50 per semester, 'in advance.

*Typewriter Fee.*—One dollar and a half per semester is charged for the use of the typewriter in the typewriting course.

SCHOOL OF MUSIC.

*Tuition.*—Semester of eighteen weeks.

Piano.—Two lessons per week, \$21.60.

Piano.—One lesson per week, \$13.50.

Voice.—Two lessons per week, \$21.60.

Voice.—One lesson per week, \$13.50.

Harmony.—Two lessons per week, 30 minutes, \$18.00.

Harmony.—One lesson per week, 30 minutes, \$10.80.

Harmony.—Class of three pupils, one lesson per week, 60 minutes, \$7.50.

History of Music.—One lesson per week, \$5.

Technique.—Private, one lesson per week, 30 minutes, \$13.50.

Kindergarten.—Class lessons, one lesson per week, 60 minutes, \$4.50.

Voice.—Chorus, \$2 per year, \$1.50 per semester.

SCHOOL OF ORATORY.

*Tuition.*—Semester of eighteen weeks.

Two private lessons per week, \$21.60.

One private lesson per week, \$13.50.

Class lessons daily, \$4.50.

*Miscellaneous.*—Two private lessons per week and daily class work, \$24.

In the Normal, Commercial, Music, and Elocution schools, the diploma fee is \$3, payable to the President of the College before the diploma is granted.

In no case, except protracted sickness, will money paid for tuition or fees be refunded.

Students registering for six or less hours' work in Collegiate, Normal, or Commercial courses will be charged only half tuition; above six hours, full tuition. However, students taking two lessons a week in Music or Elocution may pay pro rata of hours.

For each hour above the maximum number of hours, \$1 per hour will be charged.

*Library Fee.*—Each student enrolling in any department will be charged a library fee of fifty cents per semester, payable in advance.

### **Your Railroad Fare Paid**

In trying to approach an equality of opportunity to those desiring college training, the Board of Trustees passed a resolution to the effect that one fare rate to the amount of \$10 be allowed students coming to Graceland, providing they pay for a year's tuition in advance. Proportionate rates are allowed for those paying for only one semester in advance. Do not forget to have the agent where you buy your ticket give you a receipt for the amount you pay. That will facilitate matters very much and assure the proper discount.

### **The Music School**

The Graceland School of Music is in close affiliation with the work of the College. A beginner's class in vocal music is formed every year in the main building, where students have the advantage of two lessons per week without extra charge. By the end of the year some excellent voices are developed.

The Graceland Choral Society, an organization to promote choral music, contributes no little item to the list of Graceland's achievements. The work of the society has become very popular. Each year a difficult piece of choral music is given before the public. The work is of high grade and is open to all, from beginners to graduates.

All of the courses offered by the Music School are standard.

### **The School of Oratory**

The teaching of oratory is fast gaining a place in our schools. Graceland is doing well in her oratory work. As head of the department we have a graduate of one of the leading schools of oratory. Students are urged to pursue regular courses. The work is broadening and awakens the student to a realization of his own powers.

### **Alumni Association**

The alumni association was formed for the purpose of promoting social fellowship among its members and to render any possible assistance for the benefit of Graceland College. Provision was made for an annual banquet on alumni day. It is hoped that every alumnus of Graceland College will identify himself with this association.

Making application to the secretary of the alumni association of Graceland College will insure your being enrolled as a member.

The Alumni Association of an educational institution should be one of the strongest means of support and a powerful factor in shaping its policies.

# College of Liberal Arts

Students of this department will, in the ordinary course, register for a degree in arts or science, the work for which will usually cover four academic years. Where work is interrupted by absence from the College for one or two semesters the minimum period required for graduation will be longer. Successful completion of the required work will entitle the student to receive the degree of Bachelor of Arts or Bachelor of Science according as the course pursued has been in arts or science. Students not candidates for a degree are admitted into such courses as they are qualified to pursue.

## Requirements for Admission

Applicants for admission should be at least sixteen years of age and must present satisfactory evidence of having completed the preparatory studies specified below.

Those who can not meet the requirements for entrance to the College of Liberal Arts may enter the Normal or Preparatory courses.

Thirty credits are required for full standing, but twenty-six credits may be accepted for partial standing, provided the deficiency is made good before the end of the first year in College. An admission credit represents a course of study covering four or five periods a week for one semester in a high school or secondary school of high grade.

Students presenting thirty credits in suitable preparatory subjects, approved by the College, but not covering all the required preparatory work, may be admitted as unclassified students. Such students must make up their deficiencies in required preparatory work and upon satisfactorily accomplishing this will be transferred to the list of regular candidates for a degree.

The following subjects must be presented by all candidates:

English, six credits.

History, two credits.

Mathematics, six credits.

Foreign language, four credits.

Electives, twelve credits.

Students selecting work leading to the degree of Bachelor of Arts should present four credits in Latin.

Students selecting work leading to the degree of Bachelor of Science may present four credits in any foreign language.

All candidates expecting to take up Latin in the College should present four credits in that language and all offering fewer than four credits in some foreign language must offer eight credits in English.

The remaining twelve credits may be chosen from the following list:

Latin, four, six, or eight credits.

French, four, six, or eight credits.

German, four, six, or eight credits.

History and Political Science, two or four additional credits.

English Literature, two credits.

Chemistry, two credits.

Botany, two credits.

Zoology, two credits.

Physical Geography, one credit.

Astronomy, one credit.

Biology, two credits.

Bookkeeping, one credit.

### Scope of Work Required for Admission

ENGLISH.—Candidates presenting fewer than four credits in some one foreign language must present eight credits in English. Others are required to present six credits. Six or eight credits.

Grammar.—Word study and history of the English language, including some work in letter-writing and composition, a study of common errors in punctuation, and some of the fundamental principles of rhetoric should be included in the course. Two credits.

Composition and Rhetoric.—The careful study of *Composition and Rhetoric*, using some approved textbook, is recommended, along with constant practice in the writing and revising of themes. Two credits.

Literature.—Throughout the high school course much attention should be paid to English and American literature. Entire masterpieces suited to the attainments of the class should be carefully studied. In addition collateral reading should be assigned and written reports required. Among the masterpieces should be those named in the “uniform college entrance requirements” in English. These “uniform requirements” are printed by textbook publishers for free distribution and may be secured through booksellers.

During the last year of the course a good outline history of English literature should be carefully studied. Two or four credits.

HISTORY AND POLITICAL SCIENCE.—Two, four, or six credits.

Greek and Roman History.—This, or a year’s work in English or American History, should be offered by every candidate. For the present, however, a year’s work in General History, as covered by Myers’ *General History*, will be accepted as a substitute for the Ancient History. The Greek History is to be taken as far as the fall of Corinth, and the Roman History to the end of the reign of Constantine. Two credits.

English and American History.—Montgomery, Larned, or Gardiner are suitable texts in English History; Channing, Fiske, Montgomery, or McLaughlin in United States History. In case Ancient or General History is offered, United States History (one credit) and Civil Government (one credit) may be offered to make up additional credits. Two credits.

General European History.—Adams’ or Bourne’s *Medieval and Modern History* are suitable textbooks. Two credits.

Civil Government.—The amount of work required is represented by Fisk’s *Civil Government*. One credit.

Economics.—Work for half a year on the Principles of Economics, as set forth in Laughlin’s *Elements of Political Economy* or in Walker’s *First Lessons in Political Economy*, will be accepted. One credit.

It is not intended that more than six credits should be offered in this group.

MATHEMATICS.—The six credits required of all candidates in-



clude algebra through quadratics and plane and solid geometry. About one and one-half years should be devoted to algebra, one year to plane geometry, and a half year to solid geometry. In both plane and solid geometry emphasis should be laid upon the solution of original problems. Six credits.

PHYSICS.—Elementary mechanics, sound, heat, light, electricity, and magnetism should be covered, about one-half of the time being devoted to experiments and observations by the pupil. Carhart and Chute's *Elements of Physics*, or Mann and Twiss' *Physics* are suitable textbooks. Two credits.

LATIN.—Candidates for admission wishing to enter the Freshman Latin class should offer at least four credits. Those offering four credits of Latin should have completed some introductory textbook in Latin Grammar and should have read four books of Cæsar's *Gallic Wars* and one of the Orations of Cicero.

Those offering eight credits must be well prepared in the elements of Latin Grammar, including etymology, syntax, and prosody, and should have had practice in the writing of Latin, based upon their current reading, during the whole of their preparatory course. In prose composition an amount equal to Collar and Daniel, Part III, is required for admission. The following authors are prescribed: Cæsar, four books; Cicero, six orations; Vergil, six books. Portions of other authors equivalent in difficulty and amount may be offered. Four, six, or eight credits.

FRENCH.—The candidate offering four credits in French will be expected to have a good knowledge of the elements of French Grammar, including the irregular verb forms, and the simpler uses of the conditional and subjunctive. Conversation and dictation should be given careful attention. The authors read should be Halevy's *L'Abbe Constantin*, Merimee's *Colomba*, and Daudet's *Tartarin de Tarascon*, or authors of similar difficulty to an equal amount.

Candidates offering eight credits will be expected to have completed and reviewed Fraser and Squair's *Grammar* or an equally acceptable one, to have considerable practice in pronunciation, composition, and conversation, and to have carefully read and translated about five hundred pages of the works of Dumas, DeVigney, Hugo, Daudet, or others equally eminent.

GERMAN.—The candidate offering four credits in German will be expected to have a good knowledge of the elements of German Grammar. A good pronunciation and facility in simple conversation are required. From one hundred to one hundred and fifty pages of graduated text should be read, followed by the reading of Storm's *Immensee*, or equivalent work to the amount of about four hundred pages.

The candidate offering eight credits will be expected in addition to have read from five to six hundred pages of moderately difficult writing. The authors from which the amount should be selected are Lessing, Schiller, and Freytag. Considerable practice in composition and in conversation is essential.

CHEMISTRY.—The year's work required in Chemistry must centralize upon the laboratory. A theoretical course with practical work on the part of the pupils can not be accepted. Freer's *Elements of Chemistry* or Remsen's *Elements of Chemistry* are suitable textbooks. Two credits.

BOTANY.—The work in Botany should include laboratory and field work. The local flora may form a basis of study, the flowering plants being given chief attention, but the pupil should show some knowledge of the lower forms of plant life. Suitable textbooks are Atkinson's *Elementary Botany*, Bergen's *Foundations of Botany*, or similar works. Two credits.

ZOOLOGY.—The candidate offering this subject should show a knowledge of the anatomy and life history of some typical animals belonging to various groups of the animal kingdom. The habits of the types studied as well as the relation to environment should be included in the course of study. Colton's *Practical Zoology* or Galloway's *Textbook of Elementary Zoology* outline the course desired. Two credits.

BIOLOGY.—Those desiring to do so may offer one year's work in general Biology. Two credits.

PHYSICAL GEOGRAPHY.—This course should include the study of the phenomena and relationship of the solar system; atmospheric conditions; evolution and modification of land forms; the origin, nature, and results of oceanic movements; physical environment and its bearing upon human activity, etc. The study and making

of maps as well as some field work should be included. Dryer's *Lessons in Physical Geography* and R. S. Tarr's *Elementary Physical Geography* are textbooks that may be recommended. One credit.

**ASTRONOMY.**—A knowledge of the important facts and principles of Astronomy, when applied, is required, including also the more recent developments in the direction of spectroscopy and photography. Thorough familiarity with Young's *Elements of Astronomy* will suffice for the requirements of the College. One credit.

### Admission Examinations

The examinations of credentials for admission to the College are ordinarily held in September at the opening of the College session, but may be held at the close of each semester when required. Candidates sitting for written examinations will be charged a fee of \$5, which includes the matriculation fee. Applications for permission to sit at these examinations should be made to the President of the College.

### Admission by Certificate

Graduates of high schools or of secondary schools requiring a four years' course for graduation will, as a rule, be admitted to undergraduate standing without examination. Each student desiring to be so admitted should furnish to the College a certificate stating exactly the amount and kind of work done in each study, drawn and signed by the principal of the school attended. Where the course of study of the school does not completely cover the amount of admission work previously stipulated, examinations in those portions of the syllabus fairly covered by the school may be waived by the College; but a detailed certificate of the work done in each subject must be presented. Upon the indorsement of his certificate by the College, and his registration as an undergraduate, each student must pay a matriculation fee of three dollars.

### **Advanced Standing**

Students from approved colleges bringing proper certificates of work and standing will be permitted to enter without examination. In determining their position in the College, however, the value of the work will be measured by the standards of this College.

Students coming from colleges whose requirements are substantially those of this College, will be admitted ordinarily to equal rank, provided they enter not later than the beginning of the senior year. The assignment of students will be at the discretion of the Faculty.

### **Special Students**

Persons under eighteen years of age will not be received as special students. The privileges extended to special students are not intended for those who come directly from the schools, with insufficient preparation for regular standing, but for those who are qualified by age, character, practical experience, and habits of study to profit by college work. Such properly qualified persons may be admitted as special students, without fulfilling the regular entrance requirements, upon presenting satisfactory credentials and testimonials. Special students are subject to the same college regulations as regular undergraduates, and they may become candidates for graduation upon fulfilling all College requirements, including those for entrance. Special students pay the same fees as regular course students.

## **REQUIREMENTS FOR GRADUATION**

### **BACCALAUREATE DEGREE.**

No candidate can be allowed to proceed to a degree unless at least one academic year has been spent in residence at the College.

The degrees offered to those successfully completing certain lines of study are Bachelor of Arts and Bachelor of Science. For graduation, one hundred twenty semester hours of credit must be obtained, the credit being given for the satisfactory completion of work equivalent to one exercise a week during a semester. In

laboratory work, two or more hours are required to count as one for the purpose of assigning credits. Regular and punctual attendance, satisfactory home preparation, and the passing of all required departmental and College examinations are essential prerequisites to the granting of credits.

Certain work is required from candidates preparing for their respective degrees. All work outside of this is elective.

### THE DEGREE OF BACHELOR OF ARTS (B. A.)

The following work is prescribed for the degree:

#### *Freshman Year.*

Each Semester.

English, Course 1. 3 hours.

Mathematics, Courses 1, 2, and 3. 5 hours.

History, Course 1. 3 hours.

Grammar or French or Latin, Course 1. 5 hours.

#### *Sophomore Year.*

Each Semester.

English, Course 2. 3 hours.

German or French or Latin, Course 2. 5 hours.

Electives. 8 hours.

History, Courses 2 or 3. 3 hours.

Psychology, Course 1. 3 hours.

Mathematics, Courses 4, 5, and 6. 5 hours.

Physics, Course 1. 5 hours.

Biology, Course 1 and 2 or 3. 5 hours.

Economics. 5 hours.

#### *Junior and Senior.*

Electives.—14 to 16 hours, subject to qualifications stated below.

In the Junior and Senior years electives to the extent of twelve semester hours must be chosen in each of the two groups in which the major does not fall. The groups are:

GROUP I.	GROUP II.	GROUP III.
English	Education	Astronomy
French	History	Botany
German	Philosophy	Chemistry
Greek	Political Economy	Geology
Latin	Political Science	Mathematics
	Psychology	Physics
	Sociology	Zoology

The Freshman year must include work in all the four branches, and it is desirable that the remaining required work be completed not later than the Sophomore year. A candidate for the degree of Bachelor of Arts is required to secure one hundred twenty semester hours of credit in all. In the Junior year, work in some department must be chosen as a major study and pursued to the extent of twenty-four semester hours.

### THE DEGREE OF BACHELOR OF SCIENCE (B. S.)

#### GENERAL SCIENTIFIC COURSE.

The following work is prescribed for the degree: The Freshman year must include work in the first four branches, and it is desirable that the remaining required work be completed not later than the Sophomore year. In addition to the above, the student must secure further credit to the amount of forty-five hours in one or more of the following departments: Mathematics, Biology, Geology, Chemistry, Physics. In the Junior year, work in some department must be chosen as a major study and pursued to the extent of twenty-four semester hours. A candidate for the degree of Bachelor of Science in the general scientific course is required to secure one hundred twenty semester hours of credit in all.

### RULES CONCERNING ELECTION OF STUDIES, EXAMINATIONS, ETC.

1. No student may elect more than seventeen or less than twelve hours a week without special permission. For this purpose, four or five hours of laboratory work are counted as two hours. In cases of exceptional proficiency, permission may be granted for a



limited number of additional hours, but such requests must be filed in writing with the Secretary of the Faculty on or before the first Friday in the semester for which the privilege is desired.

2. After the first Friday of each semester, no study can be taken up or dropped without good and sufficient reason, and without the special permission of the Faculty. Any such requests must be placed in the hands of the Secretary of the Faculty in writing.

### Courses of Instruction

So far as is reasonable, the College requires its students to elect studies in such a way that connected and coherent arrangement of work is presented, and it will not favor any election of studies which tends to dissipate the time and energy of the student over the elementary portions of a number of different studies. Not all the following courses will be given in 1912-13, but only such as are required by the election of students of the Collegiate Department.

#### LATIN.

The following courses in Latin are arranged with the aim in view of giving the student a systematic knowledge of the language and its development, an acquaintance with the representative authors of Latin literature, and an insight into the life, culture, and civilization of ancient Rome. The instruction is given by means of recitations and informal lectures. Courses 1 and 2 must precede all the rest.

1. LIVY, CICERO, HORACE.—4 hours. First semester. Selections from Books I, XXI, XXII, of Livy's history. Wescott's text is used.

Second semester. *De Senectute* or *De Amicitia* and Horace's *Odes and Epodes*.

Open to students who have presented the equivalent of four years' high school Latin.

Recitations, Tuesday, Wednesday, Thursday, and Friday.

Course 1 is to be taken in connection with Course 2.

2. PROSE COMPOSITION.—Grammar, and the writing of connected Latin prose one hour. This course is intended to give thorough review in Latin syntax. Required of students taking course 1.

Open as separate course to students who have completed the preparatory Latin courses and wish review in syntax.

Recitations, Monday.

3. HORACE, CICERO.—First semester. Horace's *Satires and Epistles*, three hours. Second semester. Cicero's *Tusculan Disputations*; and selections from Cicero's letters. This course is devoted to literary side of authors studied and their places in Roman literature. Attention will be directed especially to style and subject-matter and to the literary history of the times. Open to those who have completed Course 1 or its equivalent.

Recitations, Monday, Wednesday, and Friday.

### GREEK.

1. ELEMENTARY GREEK.—First semester: Gleason's *A Greek Primer*, five hours. Practice in writing simple prose. Second semester. Xenophon's *Anabasis*, Book 1. Goodwin's *Greek Grammar*. Throughout the course attention is directed to the relation of Greek to Latin and hence to English.

Recitations daily.

2. XENOPHON, PLATO, HOMER.—First semester. Books II, III, IV of Xenophon's *Anabasis*, four hours. Second semester. Plato's *Apology and Crito*. Spring term, *Homer*. Selections from *Iliad* or *Odyssey* with lectures and collateral readings on Homeric times.

Recitations four hours per week.

3. HISTORY OF GREEK LITERATURE.—Required of students taking Course 2, one hour. As the course is purely literary no knowledge of Greek is required. This course is particularly recommended to students who have had work in Greek history. Open to all students. Capp's *Homer to Theocritus* is the text used.

Recitations, Monday.

### GERMAN.

1. ELEMENTARY GERMAN.—Special attention is given to correct pronunciation. Conversation is carried on so far as practicable and is based chiefly upon texts read. Becker-Rhodes' *Elements of German*; Bacon's *Im Vaterland* or Wenckebach's *Gluck Auf*; Storm's *Immensee*; Hillern's *Hoher als die Kirche*;

Elster's *Zwischen den Schlachten* or similar texts. Throughout the year. Five hours a week.

2. MODERN CLASSICS, STORIES AND PLAYS.—Review and advanced work in grammar. Composition and conversation based upon texts used. Schiller, *Wilhelm Tell*, or *Jungfrau von Orleans*; Goethe, *Hermann und Dorothea*; Freytag, *Die Journalisten*, or similar literature. Careful reading. Lives of authors studied. Throughout the year. Five hours a week. Open to students who have completed course 1.

3. GERMAN CLASSICS CONTINUED.—Essays on assigned topics. Conversation. Lessing, *Minna von Barnhelm*, or *Nathan der Weise*; Schiller, *Geschichte des Dreissigjahrigen Kriegs*; or selections from other eminent writers such as Scheffel, Heine, Sudermann, and Buchheim. Throughout the year. Three to five hours a week. Open to students who have completed courses 1 and 2.

4. SCHILLER'S WALLENSTEIN.—*Wallenstein's Lager*, *Die Piccolomini*, *Wallenstein's Tod*. Schiller, *Geschichte des Dreissigjahrigen Kriegs* or Klemm's *Geschichte der Deutschen Literatur*. Throughout the year. Three to five hours a week. Open to students who have completed course 3.

5. HISTORY OF GERMAN LITERATURE.—*Wenckebach's Meisterwerke des Mittelalters*, or Thomas' *Anthology of German Literature*. Assigned readings and reports from histories of literature. Goethe's *Faust*, *Erster Teil*; *Iphegenie*, and *Egmont*. Goethe's life. Throughout the year. Three to five hours a week.

6. COMPARATIVE STUDIES OF GERMAN AUTHORS.—Recent German authors, their works. *The Neibelungenlied*. Folklore. Assigned readings. Themes. Conversation. Throughout the year. Three to five hours a week. Open to students who have completed course 4.

## FRENCH.

1. BEGINNING FRENCH.—Fraser and Squair's Grammar. Careful reading of easy French prose such as: Halevy, *L'Abbe Constantin*; Lazare, *Les Plus Jolis Contes des Fees*; Merimee's *Colomba* or similar standard works. Special attention is given to pronunciation. Drill in conversation based upon the texts used. Throughout the year. Five hours a week.

2. FRENCH GRAMMAR AND MODERN FRENCH PROSE.—Review and advanced work in French Grammar. Careful reading of selections from Dumas, DeVigny, Hugo, Daudet or other eminent modern French authors. Pronunciation, dictation, and conversation. Throughout the year. Five hours a week. Open to students who have completed course 1.

3. CLASSIC FRENCH PROSE AND VERSE.—Crane's *Le Romantism Francais*; or Pylodet, *La Litterature Francaise Contemporaine*, or some similar standard work. Bronson's *Colloquial French*. Moliere's *Le Medicin Malgre Lui*, *Le Misanthrope*, *Le Malade Imaginaire*. Conversation and essays on assigned readings. Throughout the year. Three to five hours a week. Open to students who have completed courses 1 and 2.

4. CLASSIC FRENCH DRAMA AND POETRY.—A careful study of the masterpieces of Corneille, Moliere, Racine, Boileau, or equally eminent works. Assigned readings, themes, conversation. Throughout the year. Three to five hours a week. Open to students who have completed course 3.

5. CLASSIC FRENCH LITERATURE.—Selections' from the most eminent writers of nineteenth century prose. Lyric poetry. Assigned readings, themes, conversation. Throughout the year. Three to five hours a week. Open to students who have completed course 4.

## ENGLISH.

The work in English comprises a study of the principles of the language and a critical study of representative literature of all periods. The two courses here described are general and furnish an excellent basis for elective courses of study, which are given from time to time as demand is made.

1. RHETORIC AND COMPOSITION.—In this course an intensive study is made of the principles of the science of rhetoric and composition. Exposition, narration, description, and argumentation are studied in connection with English masterpieces illustrative of the same. In harmony with the above much emphasis is placed upon constructive work. Three hours per week, throughout the year.

2. ENGLISH LITERATURE.—Studies in English literature from

Chaucer to Browning. The work of the student is commonly presented in writing, and attention is given to form as well as substance. Three hours per week, throughout the year.

## HISTORY AND SOCIAL SCIENCE.

The work of this department is designed to give a general knowledge of European and American history and the fundamental principles underlying the subjects included in social science.

1. EUROPEAN HISTORY.—A general course in the history of Europe, covering the medieval and modern periods. Textbooks, lectures and collateral reading. Thatcher and Schwill's *History of the Middle Ages* and Schwill's *Modern History of Europe* will be the guides in this course. Intended for Freshmen. Three hours per week throughout the year.

2. POLITICAL AND CONSTITUTIONAL HISTORY OF GREECE AND ROME.—A general survey of Greek and Roman History, with especial emphasis upon the political and social development. Three times per week throughout the year.

3. AMERICAN HISTORY.—A systematic view of the general history of the United States. Especial emphasis will be given to the study of the development of the Constitution and to the history of American politics since the formation of the Union. Not open to Freshmen. Three times per week throughout the year.

4. ENGLISH HISTORY.—A general study of the history of England, with especial notice given to the constitutional and religious struggles. Textbook, lectures, and assigned readings. Three times per week throughout the year.

5. ECONOMICS.—A study of the beginnings of commerce and industry, followed by an introduction to the leading principles of economic science. Three hours per week for one semester.

6. PRINCIPLES OF SOCIOLOGY.—The relation of sociology to the other social sciences; the physical and psychical aspects of association; the process of socialization; social genesis; social values and social welfare. Three times per week for one semester.

## EDUCATION.

1. PRINCIPLES OF EDUCATION.—A thorough study of the fundamental and underlying principles of the Science of Education. Bolton's *Principles of Education* will be used as a guide. Psychology a prerequisite. Three times per week throughout the year.

2. HISTORY OF EDUCATION.—A general survey of ancient and medieval educational theories and institutions, with special attention to their bearing upon present day educational problems. Monroe's *History of Education* will be used as a guide. Twice a week throughout the year.

3. SECONDARY EDUCATION.—A study of the problems of the secondary school and its relation to both primary and higher education. Lectures and assigned readings. Twice a week for one semester.

## PSYCHOLOGY.

1. STRUCTURAL AND FUNCTIONAL PSYCHOLOGY.—This course will emphasize the more important features of the structure and functioning of the mind. Read's *Introductory Psychology*, James's *Briefer Course in Psychology*, and Titchener's *Textbook in Psychology* will be used as guides. The work will be supplemented by lectures and experimental work. Offered to Sophomores. Three times per week throughout the year.

## MATHEMATICS.

1. HIGHER ALGEBRA.—Intensive study of quadratic equations, theory of exponents, logarithms, series, ratio and proportion, progressions, theory of equations, Sturm's theorem, Horner's method of approximation, determinants, etc. More or less review of elementary subjects will be given as occasion requires. Five hours a week for twelve weeks.

2. TRIGONOMETRY.—Principles, trigonometric functions, the right triangle, goniometry, the oblique triangle, the right spherical triangle, the oblique spherical triangle, etc. Throughout the course special attention will be given to applications. Five hours a week for twelve weeks.

3. ANALYTIC GEOMETRY.—Loci and their equations, the point,



straight line, circle, the parabola, the ellipse, and hyperbola. Five hours a week for twelve weeks.

Courses 1, 2, and 3 form the first year's work in Mathematics and are required of all Freshmen.

4. ANALYTIC GEOMETRY.—Continued. Different systems of coordinates, loci of the second order, higher plane curves, solid geometry. Five hours a week.

5. DIFFERENTIAL CALCULUS.—Variables and functions, theory of limits, differentiation of standard elementary forms, simple application of the derivatives, maxima and minima. Five hours a week.

6. INTEGRAL CALCULUS.—Elements. Five hours a week.

Courses 4, 5, and 6 form the second year's work in Mathematics.

7. ANALYTIC MECHANICS.—First principles, composition and resolution of forces, center of gravity, friction, virtual velocities, machines, motion, work, energy, inertia, etc. Five hours a week for one semester.

8. APPLIED MECHANICS.—The resistance and elasticity of materials, pipes, cylinders, and riveted joints, beams, columns, torsion, stresses, etc. Three to five hours a week for one semester.

9. SURVEYING.—Land-surveying, leveling, topography, triangular surveying, hydrographical surveying, mining engineering, etc. This course must be preceded by trigonometry. Three to five hours a week for one semester.

10. DETERMINANTS.—The order and notation of determinants, properties, minors, applications, special forms, etc. Three to five hours a week for one semester.

11. HISTORY OF MATHEMATICS.—A course designed to obtain a general knowledge of the rise and progress of mathematics from the Egyptian and Greek sources, continued through Arabian and European developments down to modern times. Lectures and assigned readings. Three to five hours a week for one semester.

12. ADVANCED MATHEMATICS.—The subjects taken and the work done will vary according to the needs of the individual student. Three to five hours a week throughout the year.

### CHEMISTRY.

1. GENERAL INORGANIC CHEMISTRY.—Lectures on the principal elements and their compounds, chemical laws and theories, etc.

Experiments illustrating the principles of chemistry will be made a special feature of the course. Qualitative analysis will be studied during the second semester. Assigned readings on various interesting topics will be given. This course should be taken by students pursuing a scientific course. Not open to Freshmen. Five hours a week throughout the year.

A laboratory fee of \$3.00 per semester is payable by students taking this course.

### PHYSICS.

1. GENERAL PHYSICS.—Lectures and recitations supplemented by textbook reading. This course covers the field of general physics: mechanics of solids and gases, sound, heat, light, magnetism, and electricity. Laboratory work so far as practicable will be given. Mathematical development of the physical laws emphasized, hence a knowledge of trigonometry is essential. Not open to Freshmen. Five hours a week throughout the year.

### BIOLOGY.

1. GENERAL BIOLOGY.—A course designed as an introduction either to botany or to zoology and should precede all advanced work. A discussion of the cell as the physical basis of life and the unit of structure in living organisms, its development and inheritance. So far as possible, the types of study will be selected from common plants and animals which may be observed at work under natural conditions. During the fall and spring much of the laboratory work will be done out-of-doors. The pupils will be trained in the scientific methods of acquiring knowledge, to acquaint them with groups of facts and the hypotheses based thereon, and to establish in their minds the domain of scientific investigation along with its materials and methods. After the first semester, this course will probably be developed into the following courses. Three to five hours a week.

2. GENERAL BOTANY.—A study of the types of the principal groups of plants. This course is a general survey of the vegetable kingdom, beginning with the simplest forms and leading to the most complex. Some attention will be given to the general morphology, histology, and physiology of the representative species

studied. The scope and intensity of the course will vary according to circumstances. The general methods will be the same as in the preceding course. Three to five hours a week for one or two semesters.

3. GENERAL ZOOLOGY.—The object of this course is to give the student a comprehensive idea of the structure of animals and a knowledge of the methods of zoological investigation. A careful study will be made of typical animals representing the principal groups. The lectures given will illustrate classification, morphology, and physiology, and will give a concise survey of the development, distribution, and modifications of animal life. Three to five hours a week for one or two semesters.

### GEOLOGY.

1. DYNAMICAL AND STRUCTURAL GEOLOGY.—A study of the geological forces which have modified and are now modifying the world, and the rock structures that have resulted. Field work, fossils, and reports will be used as valuable aids. Five hours a week for twelve or more weeks and to be followed by

2. HISTORICAL GEOLOGY.—A study of the rock structures and their characteristic fossils from the early formations to recent times. The emphasis is placed upon the succession of life and its abundancy and variations. Five hours a week.

Courses 1 and 2 complete the year's work.

### ASTRONOMY.

1. GENERAL ASTRONOMY.—A course based upon Young's *Text-book of General Astronomy*, or some other work of equal grade. Three to five hours a week. Spring semester.

# Preparatory School

## 1. GENERAL PREPARATORY COURSE

There are many students residing in the country or in small towns who do not have the privilege of attending a high school. There are others who have attended high school but have not been able to cover all the work usually completed in a high grade city school. A number of both of these classes of students desire further work of high school grade, in order either that they may have a more efficient general education or that they may specifically prepare for entrance into a college of liberal arts. Such will find everything they can reasonably desire in the curriculum of this course. The program of studies extends over four years and is equivalent to the four-year courses of the best city high schools.

Students who would like to undertake this work but are not competent in the common studies will generally require an extra year, and should register, for the first year, in the Preliminary English Course, which is outlined on page 65, in the first year county certificate course.

Graduates of the General Preparatory Course will be admitted to Freshman standing, in the College of Liberal Arts, without examination.

**AGE OF ADMISSION.**—No student will be regularly registered who is under twelve years of age.

### Conditions of Admission

Candidates for admission must have completed, in school, eighth grade work or its equivalent. Students from an accredited high school will be given advanced standing according to the number of credits they have received. Students who have not sufficient preliminary credits may be assigned to the Preliminary English Course outlined on page 65.

Students not from an accredited high school and who desire advanced standing may take an examination covering the work of the year or years from which they desire to be excused. In no case will a student be allowed to obtain a certificate without having attended for a minimum of two semesters.

## Courses of Study and Requirements for Graduation

In addition to occasional examinations held at the discretion of the instructor, final examinations will be given. Failure to pass the final examinations will disqualify the candidate from graduation until the required work has been satisfactorily completed.

Students desiring to extend their course over a longer period than four years may be granted permission under proper restrictions.

## 2. CLASSICAL PREPARATORY COURSE

### FIRST YEAR.

#### FIRST SEMESTER.

English  
Algebra  
Ancient History  
Latin

#### SECOND SEMESTER.

English  
Algebra  
Ancient History  
Latin

### SECOND YEAR.

English	English
Geometry	Geometry
Medieval and Modern History	Medieval and Modern History
Latin	Latin

### THIRD YEAR.

English	English
Algebra	Solid Geometry
Latin	Latin
Greek or Modern Language	Greek or Modern Language

### FOURTH YEAR.

English or Physics	English or Physics
American History	Civics
Latin	Latin
Greek or Modern Language	Greek or Modern Language

Required for graduation 30 credits, of these  
8 must be in Latin.

6 in English.  
 3 in Algebra.  
 3 in Geometry.  
 2 in History.  
 6 Electives.

### 3. SCIENTIFIC PREPARATORY COURSE

#### FIRST YEAR.

##### FIRST SEMESTER.

Algebra  
 English  
 Ancient History  
 German or Latin

##### SECOND SEMESTER.

Algebra  
 English  
 Ancient History  
 German or Latin

#### SECOND YEAR.

Plane Geometry  
 English  
 Medieval and Modern History  
 German or Latin

Plane Geometry  
 English  
 Medieval and Modern History  
 German or Latin

#### THIRD YEAR.

Algebra  
 English

Solid Geometry  
 English

2 Elective	{	English History	English History
		German or Latin or French	German or Latin or French
		Zoology or Botany	Zoology or Botany

#### FOURTH YEAR.

Physics

Physics

3 Elective	{	English	English
		Arithmetic	Political Economy
		American History	Civics
		German or Latin or French	German or Latin or French
		Zoology or Botany or Geology	Zoology or Botany or Geology



Required for graduation 30 credits, of these

4 in any one foreign language.

4 in History.

6 in English.

3 in Algebra.

3 in Geometry.

2 in Physics.

8 electives.

## 4. BUSINESS PREPARATORY COURSE

### FIRST YEAR.

#### FIRST SEMESTER.

Algebra

English

Ancient History

Foreign Language or

Manual Training

#### SECOND SEMESTER.

Algebra

English

Ancient History

Foreign Language or

Manual Training

### SECOND YEAR.

English

Bookkeeping

2 Elective { Shorthand and Type-  
writing  
Commercial Geography  
Foreign Language

English

Bookkeeping

Shorthand and Type-  
writing  
Commercial Law  
Foreign Language

### THIRD YEAR.

English

Foreign Language or Modern

History or Manual Training

Shorthand

Penmanship

English

Foreign Language or Modern

History or Manual Training

Shorthand

Commercial Law

## FOURTH YEAR.

English	English
Shorthand and Typewriting	Shorthand and Typewriting
4 Elective { American History	Civics
Arithmetic	Political Economy
Foreign Language	Foreign Language
Science	Science

Required for graduation 30 credits, of these

6 must be in English.

2 in Algebra.

2 in History.

1 in Penmanship.

1 in Commercial Law.

2 in Bookkeeping.

2 in Shorthand.

14 electives.

## LATIN.

FIRST YEAR.—The year will be spent in mastering the elements of the language as given by Potter's *An Elementary Latin Course*. Drills in vocabulary and syntax and in prose composition will be frequently given throughout the year. Towards the close of the year selections from Book I, Cæsar's *Gallic War* may be taken. Recitations daily.

SECOND YEAR.—During the year four books of Cæsar's *Gallic War* will be read. The reading will be accompanied by a careful and systematic review of grammatical forms and by a study of the leading principles of syntax. Recitations daily.

THIRD YEAR.—During the year the following orations of Cicero may be read: the four orations against Cataline, the oration for the Manilian Law, the oration for the Poet Orchias, for Roscius of Ameria, or the course may be varied by taking an equivalent amount of Sallust's *Cataline* or *Jugartha*. Recitations daily.

FOURTH YEAR.—During the year six books of Vergil's *Æneid* may be read. The work may be varied by reading an equivalent amount of Ovid's *Metamorphoses*. Lectures and readings on Roman life and mythology will form a part of the course. Recitations daily.

# GERMAN.

For the two or four years' work in German which may be taken see courses outlined on pages 38-39.

# FRENCH.

For the two or four years' work in French which may be taken see courses outlined on pages 39-40.

# ENGLISH.

The requirements in English are in harmony with the report of the committee representing the colleges and secondary schools of Iowa. The course offered will be as follows; the figures indicating the number of recitation periods per week:

## FIRST YEAR.

### FIRST SEMESTER.

Composition and Rhetoric (3)  
American and English Clas-  
sics (2)

### SECOND SEMESTER.

Composition and Rhetoric (3)  
American and English Clas-  
sics (2)

## SECOND YEAR.

Composition and Rhetoric (2)  
American Classics (3)

Composition and Rhetoric (2)  
American Classics (3)

## THIRD YEAR.

Composition and Rhetoric (1)  
American and English Clas-  
sics (4)

Composition and Rhetoric (1)  
American and English Clas-  
sics (4)  
History of English Literature

## FOURTH YEAR.

Composition and Rhetoric (1)  
History of English Litera-  
ture and Classics (4)

Composition and Rhetoric (1)  
History of English Litera-  
ture and Classics (4)

FIRST YEAR.—Brief history of the English language; word study; a study of common errors in punctuation; letter writing and com-

position; theme work; a thorough understanding of the elementary principles of the English language. The following classics will be read:

For Study:

Sketch Book, *Irving*.

Rime of the Ancient Mariner, *Coleridge*.

Vision of Sir Launfal, *Lowell*.

Courtship of Miles Standish, *Longfellow*.

For Outside Reading:

A Christmas Carol, *Dickens*.

Ivanhoe, *Scott*.

Treasure Island, *Stevenson*.

Silas Marner, *Eliot*.

SECOND YEAR.—Composition and Rhetoric will be continued in connection with the classics read. Much theme work will be required. The following classics will be read:

For Study:

Evangeline, *Longfellow*.

Franklin's Autobiography.

Emerson's Essays.

Washington's Farewell Address.

Webster's First Bunker Hill Oration.

Selections from Poe and Whittier.

For Outside Reading:

Last of the Mohicans, *Cooper*.

Twice Told Tales, *Hawthorne*.

House of Seven Gables, *Hawthorne*.

Tales of a Traveler, *Irving*.

THIRD YEAR.—Composition and Rhetoric will be continued in connection with the classics studied. The history of English Literature will be taken up this year. The following classics will be read:

For Study:

Merchant of Venice, *Shakespeare*.

Roger de Coverly Papers, *Addison*.

Deserted Village, *Goldsmith*.

Prologue to Canterbury Tales, *Chaucer*.

For Outside Reading:

A Tale of Two Cities, *Dickens*.

Vicar of Wakefield, *Goldsmith*.

Cranford, *Mrs. Gaskell*.

Joan of Arc, *De Quincy*.

FOURTH YEAR.—Composition and Rhetoric will be continued. The history of English Literature will be completed. The following classics will be read:

For Study:

Macbeth, *Shakespeare*.

Minor Poems, *Milton*.

Essay on Burns, *Carlyle*.

Selections from Tennyson.

Sesame and Lilies, *Ruskin*.

For Outside Reading:

Sohrab and Rustum, *Arnold*.

Lady of the Lake, *Scott*.

Life of Johnson, *Macaulay*.

As You Like It, *Shakespeare*.

The above list suggests the requirements, others will be studied throughout the course at the discretion of the instructor.

During the time of this course the entire list of "uniform college entrance requirements" both for study and outside reading will be covered.

## HISTORY.

1. ANCIENT HISTORY.—This course will include a thorough study of Oriental, Greek, and Roman History, with Myers as a basic text. Five hours per week, throughout the year.

2. MEDIEVAL AND MODERN HISTORY.—A thorough study of the history of the European nations and of their development and institutions from the period of the Germanic invasion to the close of the nineteenth century with Myers as a basic text. Five hours per week throughout the year.

3. ENGLISH HISTORY.—A thorough study of English political, governmental, economic, and social history, extending throughout the entire year.

4. AMERICAN HISTORY.—A brief course in advanced American

political, social, and institutional history. Intended to be taken in connection with Civil Government. Five hours per week for one semester.

### CIVIL GOVERNMENT.

1. CIVICS.—A thorough study of American civil government, intended to be taken in connection with Course 4, American History. Five hours per week for one semester.

### MATHEMATICS.

1. ALGEBRA.—This is the first course in algebra and is comprehensive of all the fundamental principles. Original problems serve as a large part of the work. By the close of the school year one has covered all of the work given in the year of high school. Daily throughout the year.

2. PLANE GEOMETRY.—This course consists of a consideration of the principles of geometry as developed in the first five books of Wentworth's Plane Geometry. Emphasis is laid on originals and on the practicality of the work. Throughout the year, five times per week.

3. ALGEBRA.—A continuation of course 1, to be taken on the completion of course 2. Daily for one semester.

4. SOLID GEOMETRY.—This course follows course 3. The same methods are used as in course 2. Daily for one semester.

### SCIENCE.

1. PHYSICS.—Physical forces and units; properties of matter, motion, velocity, and force; work and energy; gravitation and gravity; falling bodies; the pendulum; machine; molecular forces in liquids; specific gravity; gases. Sound; wave motion and velocity; interference, resonance, and music; vibration of strings, plates, and rods. Heat; temperature and its measurements; production and transmission of heat; expansion and vaporization; calorimetry; heat and work. Nature and intensity of light; reflection of light; refraction of light; dispersion and polarization; optical instruments. Magnetism. Static electricity. Current electricity, the effects of the current. Electrical measurements;



induced currents and the dynamo; commercial applications of electricity. Daily recitations with laboratory work.

2. GEOLOGY.—This course is intended to give the student a general outline of the subject. It will consist of recitations, lectures, readings and field work. Daily throughout the year.

3. ZOOLOGY.—A study of the anatomy, physiology, and life history of typical representatives of the larger groups of the animal kingdom. Daily recitations with laboratory work throughout the year.

4. BOTANY.—General plant structure will be studied. Some work will be done on the cryptogams. The work includes the work in preparation of a small herbarium. Daily recitations, laboratory, and field work throughout the year.

# The Normal School

The Normal School is designed to meet the varied demands of students coming from various States and who wish to prepare for teaching in their home localities. Every consideration is given to previous preparation and the student encouraged to continue his work unto a definite end. So far as possible, the Normal Courses are made to articulate with the Preparatory and Collegiate Courses, and yet to prepare the student in a thorough manner for the certificate examination toward which each course leads.

The following three courses are offered:

1. Uniform County Certificate.
2. Second Grade State Certificate.
3. First Grade State Certificate.

## Conditions of Admission

1. No student will be regularly registered who is less than sixteen years of age.

2. Uniform County Certificate Course.—Candidates for admission must have satisfactorily completed the common school branches. A common school diploma, or a certificate of promotion to ninth grade may be presented, or the student must pass an entrance examination in these respective subjects. Those not able to show reasonable proficiency in the elementary subjects will be required to pursue work in the Preliminary English Course.

Students desirous of writing for a Second Grade Uniform County Certificate at the end of the first year may elect History and Civics from the second year in the place of some one of the reviews of the first year in which he may be able to pass a special examination of eighty-five per cent or above. The regular student will continue his study for two years and prepare for the First Grade Uniform County Certificate examination. Upon satisfactory completion of the prescribed course a diploma will be granted.

3. Second Grade State Certificate Course.—For students who desire to prepare for a State Certificate and at the same time

desire to complete the General Preparatory Course, this course has been designed.

It is open to all students prepared for entrance to an accredited high school. Students who have had some high school work of an accepted standard may receive advance standing in this course. Graduates of an accredited high school may elect the pedagogy and such elective subjects as will prepare for the State Second Grade Certificate examination in one year but no diploma can be granted for less than one year of resident work.

4. The First Grade State Certificate Course.—This course is of regular collegiate standing and prepares for examination for the First Grade State Certificate. It requires four years for completion and graduates are entitled to the degree Bachelor of Philosophy.

### **Courses of Study and Requirements for Graduation**

The requirements are specified below under each course. For rules as regards examination see Requirements for Graduation under the General Preparatory Course.

1. The Uniform County Certificate Course.—This course is designed to cover in two years the branches in which an applicant is examined for both the Second and First Grade Uniform County Certificates. Students desiring to write for the Second Grade Certificate in Iowa must prepare in Arithmetic, Reading, Writing, Orthography, Geography, Grammar, History of the United States, Physiology and Hygiene, Vocal Music, and Pedagogy. For the First Grade Certificate, examination is also given in Elementary Civics, Economics, Physics, and Algebra.

For a Third Grade County Certificate in Missouri applicants are examined in Civics and Agriculture in addition to the usual common branches; in Algebra and Literature in addition for the Second Grade Certificate; and in Advanced History and some one branch of Science additional for the First Grade Certificate.

The teaching of Agriculture in the common schools of Iowa, Missouri, and many other States is being urged. A course in Agriculture in the second semester has been designed to meet this demand.

The passing grade in all branches in this course is as follows: Minimum standing in any subject 75 per cent; average of all subjects 85 per cent, or above.

### FIRST YEAR.

#### FIRST SEMESTER.

Arithmetic  
Reading and Orthography  
Vocal Music  
Theory of Teaching

#### SECOND SEMESTER.

Grammar  
Physiology and Hygiene  
Drawing  
School Organization and Management

Penmanship must be elected one semester.

### SECOND YEAR.

#### FIRST SEMESTER.

Geography  
Agriculture  
Algebra  
Psychology

#### SECOND SEMESTER.

History and Civics  
Physics  
Economics  
Methods

Practice teaching one semester.

Regular work in Pedagogical Seminar throughout the course.

#### 2. The Second Grade State Certificate Course.

The following course includes all subjects in which an applicant is examined for the above grade of state certificate and also fulfills all the requirements for College entrance.

### FIRST YEAR.

#### FIRST SEMESTER.

Algebra  
English  
Ancient History  
Latin or German

#### SECOND SEMESTER.

Algebra  
English  
Ancient History  
Latin or German

### SECOND YEAR.

English  
Plane Geometry  
Commercial Geography  
Latin or German

English  
Plane Geometry  
Elocution  
Latin or German

**THIRD YEAR.**

Algebra	Solid Geometry
Medieval and Modern History	Medieval and Modern History
Vocal Music	Drawing
Psychology	Psychology

**FOURTH YEAR.**

Physics	Physics
American History	Civics
Bookkeeping	Economics
History of Education	History of Education

Practice teaching one semester.

Regular work in Pedagogical Seminar throughout the course.

**First Grade State Certificate Course****FRESHMAN YEAR.****FIRST SEMESTER.**

English Course, (1)  
Psychology  
History Course, (1)  
Mathematics

**SECOND SEMESTER.**

English Course, (1)  
Psychology  
History Course, (1)  
Mathematics

**SOPHOMORE YEAR.**

Elective	Elective
Elective	Elective
History of Education	History of Education
School Management	School Management

**JUNIOR YEAR.**

All elective except Philosophy of Education.

**SENIOR YEAR.**

All elective except Practice Teaching.

**MAJORS.** The student who takes this course will be required to select one major in some one department at the close of the

Freshman year. A major consists of at least 40 credits. The different majors that are offered are in the following lines:

1. English.
2. Mathematics and Science.
3. History and Political Science.
4. Foreign Language.

### Distribution of Credits

The following outline gives the distribution of studies that are required for graduation from the State Certificate Course. Each credit being equivalent to one lesson a week for one semester.

I. English Courses.	Number of Credits.
1. English .....	40
2. Foreign Language .....	10
3. History and Political Science .....	10
4. Science and Mathematics .....	10
5. Professional .....	28
6. Elective .....	24
Total .....	122
7. Other work required	
(a) Vocal Music.	
(b) Elective work from Drawing, Commercial Studies, or Manual Training, one year.	
(c) Literary Society Work, four years.	
(d) Physical Training.	
II. Foreign Language Courses.	
1. Foreign Language .....	40
2. English .....	10
3. History and Political Science .....	10
4. Science and Mathematics .....	10
5. Professional .....	28
6. Elective .....	24
Total .....	122
7. Same as English Courses.	



III. History and Political Science Courses.

1. History and Political Science .....	40
2. English .....	10
3. Science and Mathematics .....	10
4. Foreign Language .....	10
5. Professional .....	28
6. Elective .....	24

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Total .....122

7. Same as English Courses.

IV. Science and Mathematics Courses.

1. Science and Mathematics .....	40
2. English .....	10
3. Foreign Language .....	10
4. History and Political Science .....	10
5. Professional .....	28
6. Elective .....	24

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Total .....122

7. Same as English Courses.

## Courses of Instruction

### PROFESSIONAL REVIEWS.

These classes in the County Certificate Courses are provided to prepare for county examinations and to thoroughly review the common branches preparatory to teaching in the common schools. Only those will be admitted to these classes who give evidence of having completed the eighth grade studies. This will be determined by an examination or a certificate showing completion of such work within two years from time of entrance, or a high school diploma may be presented.

The entire subject in each branch will be presented more in the light of how to teach it than in a detailed study, but sufficient emphasis will be placed upon details, when necessary, to fully master the subject.

No student in the Normal Courses will be exempt from Professional Reviews unless he can give evidence of having pursued

corresponding work elsewhere, or having taught successfully in the common schools one year, or who, upon examination can make a standing of 85 per cent or above.

### THEORY OF TEACHING.

This course includes a consideration of (1) the true sense or purpose of education, and (2) a more extended treatment of mind as the material of the teacher's art. This includes an elementary course in the psychology of the cognitive powers, in which special stress is laid upon the study of sensation and perception as furnishing the raw materials of knowledge. Careful attention is also given to memory and its conditions. The work closes with a study of inductive and deductive method and the leading maxims of teaching, studied as pedagogical applications of psychological principles. This course is preparatory to the next year's work in methods and also to the more advanced courses in psychology.

### SCHOOL ORGANIZATION AND MANAGEMENT.

So far as possible the practical problems of the teacher are anticipated, studied, and discussed. The following subjects are emphasized:

The school curriculum, with various state manuals as a basis of study, the daily program, alternating subjects, eliminations, correlations, enrichment, etc.

School surroundings and appliances; lighting, heating, and ventilation.

Moral training, discipline, and their relation to true character building.

Incentives.—Natural and artificial.

Punishments.—Purposes and limitations.

School Law.—Legal qualifications of a teacher, duties.

Powers and duties of superintendents of school boards, teachers' contracts, applications for schools, etc.

### METHODS.

METHODS OF TEACHING.—The method of teaching is presented, based fundamentally upon the inductive-deductive thought move-

ment in acquiring and using knowledge. Good use is made of library and laboratory accessories. The major part of the time is devoted to elementary subjects, though the relation between the elementary and secondary will receive attention. The aim in education is fundamental, therefore this part of the subject will receive due emphasis; methods in mathematics and language will demand considerable time. Town schools will be visited by the students, model lessons given, and observation and criticism required.

**PSYCHOLOGY.**—A beginning in the study with the object (1) of acquaintance with the various conscious states, (2) experience in introspection, (3) the deduction of pedagogical method conforming to the exigencies of psychological facts. Interesting topics for consideration are: Mental development as affected by heredity and environment, the education of the central nervous system, mental hygiene, habit association, memory, imagination, apperception, instinct, training in sense perception, observation, feeling, and volition in relation to education, motor-training, suggestion, and imitation. The period of adolescence receives attention to ascertain the relation of physical changes to mental conditions and through this change to courses of study. Five times a week.

**HYGIENE OF INSTRUCTION.**—The physical and psychological conditions that promote the best psychic development are considered. The laws of growth and development; fatigue and methods of studying it; motor-training; study periods, recesses; home study; lighting, ventilation, sanitation, furnishing, common diseases, etc., are the most important topics. Three times per week. One semester.

**SECONDARY EDUCATION.**—This is an advanced course, giving attention to the general position and condition of secondary education, its relationship to primary and higher education, and to some present-day problems in connection therewith. Various reports will be made, and each member of the class is required to investigate an assigned topic and to present a written report thereupon. One semester, four times a week.

**CHILD STUDY AND ADOLESCENCE.**—A study of the physical, mental, and moral nature of children and the best means to de-

velop these three symmetrically. Practical questions of home, playground, school, etc., will receive careful attention. All problems of the school which are answered only in a study of child-nature are discussed. The value of child-study to parents and teachers is emphasized. Two times per week. One semester.

**PHILOSOPHY OF EDUCATION.**—An advanced course dealing with questions bearing upon the fundamental ideas of educational development. This forms the crowning stone of the teacher's professional preparation, the completion of which should enable him to carry on the work of educational research, practically and theoretically, in an efficient manner. Three times a week. One semester.

**PRACTICE TEACHING.**—A model school has been maintained at the College, consisting of the children from the Children's Home. This school is under the immediate charge of a member of the faculty and all instruction is given under personal supervision. All grades are taught and pupil teachers do the entire teaching. This affords an excellent opportunity to study pedagogical problems at close range and to apply the principles taught in the class room. It is expected that the model school will be continued permanently.

**AGRICULTURE.**—The importance of Agriculture as a subject of instruction in our public schools is being more widely recognized every year. The tendency of modern education to lead children away from the farm rather than toward it has awakened our leading educators to a fuller appreciation of its importance, especially for rural schools. Several States now require candidates for teachers' certificates to pass an examination in Agriculture, and other States may be expected to do likewise in the near future. In order that those who attend Graceland College may be prepared to meet all demands, a course in Agriculture will be given. This course will consist of recitations, lectures, demonstrations, field and laboratory work, with special reference to the teaching of the subject in the common schools. Two times per week, throughout the year.

**DRAWING.**—Freehand sketching; pencil, crayon, charcoal, and pen and ink work. Representation in Water Color. Perspective

and Landscape, Pose Drawing, Designing, Elements of Mechanical Architectural Drawing, Lettering. One semester, five times per week.

**VOCAL MUSIC.**—A special class in vocal music is provided for Normal students. The class meets five times per week and pursues a course calculated to prepare students to conduct public school singing. One semester, five times per week.

For outline of subjects taken with the Collegiate, Preparatory, Commercial, or Oratory departments, see outlines under those departments.

**PEDAGOGICAL SEMINAR.**—An organization will be effected early in the year under the direction of the instructors in the Normal School and including all normal students, for the purpose of studying and discussing subjects of interest to teachers. The aim of the seminar will be to broaden the experience of the students, to increase their acquaintance with pedagogical books, journals, writers, and leaders, and to develop their professional spirit. A prescribed course of reading from the library will be followed with reports and round table discussions. Meetings will be held once each week, at a time to be determined, and credit will be given for the work done.

## **PRELIMINARY ENGLISH COURSE**

This course is designed for students who may not have completed the common school eighth grade branches, or who may have been out of school for so long a time that a thorough review is needed.

### **Course of Study**

#### **FIRST SEMESTER.**

Reading  
Orthography  
English Grammar  
Arithmetic  
Penmanship

#### **SECOND SEMESTER.**

U. S. History  
Physiology  
English Grammar  
Geography  
Penmanship

We cordially invite any who need help along these lines to come and let us help them. Age or previous lack of advantage should be no hindrance.

# Commercial School

This is a day of great commercial activity. Indeed, the life-blood of national existence courses through the channels of business. The conditions and methods of business economy are undergoing a process of evolution. With the growth and development coming from the improved methods and conditions emerge increased demands upon the business man. Native ability without training can no longer successfully compete with the educated mind and skilled hand. This department has for its end the preparation of young men and young women for these changed conditions. Strenuous competition will be met in every vocation, and every young person who would hope to attain to even a mediocre standing must seek to fit himself by special preparation for the chosen field of activity. Complete courses are offered, fitting one for either the business of an accountant or an amanuensis, as well as to give increased ability for the various pursuits of life.

## BUSINESS COURSE

This course has for its object the training of young people for the various business pursuits, and also to fit those desiring to enter into that work for the responsible positions of accountancy.

### Requirements for Admission

Certificates of graduation from high schools will be accepted as meeting entrance requirements; also certificates attesting the completion of eighth-grade work will be accepted, but an interval of two years between time of completing such work and application for entrance of this course will exempt the same from being received and will subject the applicant to entrance examination. All applicants unable to show attainments either by certificates or upon examination, will be required to take such preparatory work as may be necessary before entering the Business Course; the details of this preparatory work will be found below under the heading of Preliminary English Course. Applicants for admission must not be under twelve years of age. The best time for entrance is at the beginning of the fall semester, though students will be received at any time.



## Course of Study and Requirements for Graduation

The figures in parentheses after each subject denote the number of class hours per week.

### FIRST YEAR.

#### FIRST SEMESTER.

Normal Arithmetic	(5)
Penmanship	(5)
Bookkeeping	(10)
Grammar and Business English	(5)
Spelling and Rapid Calculation	(5)

#### SECOND SEMESTER.

Commercial Arithmetic	(5)
Penmanship	(5)
Bookkeeping	(10)
Commercial Law	(5)
Spelling and Rapid Calculation	(5)

### SECOND YEAR.

Economics	(5)	History of Commerce	(5)
Advanced Bookkeeping	(10)	Salesmanship	(3)
Psychology	(3)	Money, Banking, and Finance	(5)
English Analysis	(5)	Civics	(5)
		Commercial Geography	(5)

### EXPENSES.

For registration, tuition, and diploma fees, see pages 24 to 25.  
Books and stationery, first semester, about \$9; second semester, \$3 to \$5.

### BOOKKEEPING.

The work followed in the study of bookkeeping is the same as done in a business community; handling checks, notes, drafts, making leases and contracts, depositing money, doing everything that it is necessary to do in a business house. The retail, wholesale, jobbing, commission and manufacturing books are kept. This gives the student a familiarity with the systems of bookkeeping used in the different kinds of business. Banking is given as a special feature of this course. The work is covered so one will be able to understand the system used in the modern bank. Business practice is given special attention in this course; only

the most common transactions are given, which enables the details of the work to be taken up and all the laws of business enforced.

### PENMANSHIP.

This subject is one that is especially important to one taking a business course, as the possibility of securing a good position often depends upon the handwriting of the applicant. Good, rapid, legible handwriting is attained through a mastery of the arm—or muscular—movement method of writing.

### COMMERCIAL ARITHMETIC.

Commercial Arithmetic is one of the main studies of the Business Course. In order to perform the work in bookkeeping it is necessary to have a good knowledge of problems in percentage, financial settlements, partnership settlements, commission, and stocks and bonds.

This study is given special attention, as advancement in bookkeeping depends largely upon the understanding of this subject.

### RAPID CALCULATION.

It is not only necessary to be able to solve a problem accurately, but one must also be able to figure rapidly. Concentration is one of the necessary attributes to secure in order to compute accurately and with speed. This is soon attained in the work done in this branch.

### COMMERCIAL LAW.

Commercial Law is a requirement which should not be overlooked by anyone, no matter what business or profession he may follow. A knowledge of this subject enables one to understand the laws of contracts, agency, commercial paper, partnership formation and dissolution, insurance, guaranty and suretyship, interest and usury, real estate, bailments, landlord and tenant, and other important topics.

### SPELLING.

Such work is given as has direct application to business life, and all technicalities are avoided. Such rules as are of practical benefit in learning to spell are taught. Bad spelling speaks more

emphatically against one's credit as a scholar and business man than any other lack. A grade of 90 per cent is required for passing.

#### ENGLISH.

Such a knowledge of the English language is required as will enable one to understand and to be understood clearly. This is made possible by a mastery of the elements of grammar and composition. Students in this course are expected to be able to use good English, both in speaking and in writing, and to understand the same when spoken or written.

#### CIVICS.

A course in Civil Government is given, because a knowledge of the formation of our local, state, and national governments is necessary to the highest success. The National Constitution, as well as our state, county, and local government, is studied in order to secure this knowledge. This gives one a thorough cognition of his place, rights, and prerogatives as a citizen in a civil sense.

#### COMMERCIAL GEOGRAPHY.

The varying conditions of the different parts of the United States, which have to do with the raising, manufacturing, and transportation of products, are taken up in this subject. The raising and moving of the products of foreign countries, the relation existing between these countries and the United States in the exchanging of products, the tendency of future trade, are considered under this head.

#### HISTORY OF COMMERCE.

This branch has to do with the history of trades from their genetic period until the present time and shows the conditions through which they have passed.

#### SALESMANSHIP.

This is coming to be, if it has not already been, a science, and it is being recognized by commercial colleges as an essential element in an up-to-date business education. It consists in giving the student a knowledge of and a training in the best methods of approaching prospective customers so as to secure an order.

It deals with the subject from the standpoint of psychology and practical good sense. This course will be offered as one of the branches making up the advanced course to such students as may be prepared for it and care to take it.

### SHORTHAND AND TYPEWRITING COURSE.

This branch of commercial work has been designed for those who wish to fit themselves for amanuensis work and reporting. There are many opportunities for young men and young women who wish to enter a business career, but in this as in all other lines of work, the applicant must be well qualified for the work he is to undertake.

However, the idea that a slight knowledge of shorthand and typewriting will make a stenographer is a false one. One can not become a successful stenographer without a proper preparation, so it is necessary that the student take the other studies outlined in the course. In shorthand, it is impossible for one to do more than he knows, hence it is impossible for one with a meager education to become a first-class stenographer.

### Requirements for Admission

The requirements for admission are the same as those for the Business Course, as specified on page 66.

### Graduation

Candidates for graduation must complete the work as outlined below, as all the studies are obligatory. Upon entrance to the class, all students are required to take English Grammar.

### Course of Study and Requirements for Graduation

• The course of study embraces the following subjects:

FIRST SEMESTER.		SECOND SEMESTER.	
Shorthand	(5)	Dictation	(5)
Typewriting	(5)	Typewriting	(5)
Grammar and Business		Business Spelling	(3)
English	(5)	Penmanship	(5)
Business Spelling	(3)	Business Practice	(5)
Penmanship	(5)		

In addition to the subjects outlined above, the students are taught indexing, filing, copying, tabulating, duplicating, stencil cutting, etc., and such other duties as may befall a stenographer.

Tests in the various subjects are given at the discretion of the instructor in charge. Failure to pass will disqualify the student for graduation.

The length of time required to complete the course will depend largely upon the previous preparation of the candidate and his ability. One prepared to enter the work should finish in nine months. It is advisable to begin at the opening of the school year, though classes in shorthand and typewriting may commence at the beginning of a semester.

### **Expenses**

For registration, tuition, and diploma fees, see pages 24 and 25. Books and stationery, \$8.

### **Courses of Instruction**

#### **SHORTHAND.**

A standard system of shorthand is taught. It is desirable for young men, who by constant association with the employer become so familiar with the workings of the business, as to advance to higher positions. It is invaluable as a means to note-taking on lectures, etc., for one engaged in any line of work. Many of our great men have begun as reporters.

#### **TYPEWRITING.**

It has been said that the pen is mightier than the sword, but the typewriter is mightier than either. This certainly is true to-day, in the hurry and bustle of the business world. One who can properly operate a typewriter has the advantage over one who can not; for its value is untold, to the busy man or woman in almost every capacity. The touch system is taught, which makes it possible for one to become an accurate, as well as rapid operator.

Our school is equipped with three different makes of typewriters, thus giving the student the opportunity of a thorough knowledge of this useful machine.

## DICTATION.

As soon as the student has satisfactorily completed the shorthand text, he is given dictation. Letters, articles, legal papers, etc., such as are common to all business houses, are a feature of this line of work. Dictation is also given on the typewriter.

## BUSINESS PRACTICE, DUPLICATING, MIMEOGRAPHING, AND COPYING.

A brief course in business practice has been added to the course, giving the students a drill in essentials not found in the textbook. In this he gains familiarity in office methods, in filing, indexing, answering correspondence, making reports, executing individual drafts, and many other things usually learned only after the student enters upon his employment.

Each of these are taken up and students are taught how to execute the same according to approved methods, so that all that is likely to be required of them in the office, they will have met and mastered in school.

## PENMANSHIP AND SPELLING.

Penmanship and Spelling are the two most neglected subjects in the majority of cases. It is advisable that the student take penmanship because of its bearing upon Shorthand, because a poor penman can not make good shorthand notes. A good muscular movement is necessary for the attainment of speed in writing.

It is needless to say that correct spelling is an absolute necessity. A grade of 95 per cent is required in spelling in this course.

## COMMERCIAL LAW.

Students of this course may elect Commercial Law if they desire it.



# School of Music

Candidates for graduation from any of the courses in the Music School are required to file with the President of the College a written statement of such intentions on or before January 10, of the year they expect to graduate.

## PIANOFORTE.

The Piano Course covers six years and especial attention is given to ear training, tone production, and fluent technique throughout the entire course. The first four years are classed as preparatory. Every effort is made to advance the pupil, but under this grading none can take a certificate before he or she has fully completed the requirements. At the completion of the Junior Year a Teacher's Certificate is granted. No pupil under sixteen years of age will be admitted into this class. Work done in other schools or with private teachers will be recognized. Pupils just beginning are very welcome, as they have not acquired poor technique.

A public recital, given at the end of the year, is required of all candidates for graduation.

It is impossible to set down any list of studies to be strictly adhered to, as the needs of the individual pupil must be consulted and the studies varied accordingly. However, an idea of the work covered in the different classes may be obtained from the following:

### PREPARATORY.

Zwintscher, Biehl, Beringer and other Technical Studies adapted to each pupil's needs.

Koehler, Loeschorn, Lemoine, Duvernoy, Kuhlau, and Clementi Sonatinas, Bertini, Heller, Kallak, etc., the opus and grade of each varying with the advancement of the pupil.

Rudiments of Music. Harmony.

### TEACHERS' CERTIFICATE CLASS.

Biehl and Beringer's Technical Studies.

Cramer, Czerny, Jensen and Heller's Studies; Bach's Inventions, French Suites, English Suites.

Ensemble Playing and the art of Accompaniment.

A concerto will be selected which the members of this class must study.

During the school year the pupils must have studied some of the Mozart and Beethoven Sonatas, and compositions by Mendelssohn, Schumann, Haydn, Grieg, Weber, Chopin, MacDowell and other composers.

Harmony, History of Music, and Science of Music, Psychology, Pedagogy, and English.

#### GRADUATING CLASS.

Phillip, Tausig, Liszt, and Pischna technical studies. Czerny's Etudes. Clementi's Gradus ad Parnassum. Bach's English Suites, Preludes and Fugues from the well-tempered Clavichord. Czerny and Kullak octave studies, sonatas, and other compositions by Beethoven, Moscheles, Schumann, Rubinstein, Liszt, Henselt, Grieg, Chopin, Schubert, Brahms, and works of other classic and modern composers.

A concerto will be selected, which the members of this class must play.

Counterpoint, Composition, Musical Forms, and Science of Music.

One year of German.

#### VOCAL.

#### PREPARATORY.

Exercise by teacher adapted to each pupil's needs. Marchesi's Elementary Exercises, Op. 1, First Part, and Concone's Fifty Exercises. Simple English songs.

#### RUDIMENTS OF MUSIC.

#### TEACHERS' CERTIFICATE CLASS.

Marchesi Studies; Concone, Twenty-five Lessons; Concone, Fifteen Lessons; Lamperti; Panofka. Members of this class are required to sing an aria and a modern cycle in public recital. Essentials of Harmony, Sight Reading, Piano, History, and Science of Music. Pedagogy, Psychology, and English.

## GRADUATING CLASS.

Panofka, Marchesi; Lamperti and Siebers Complete Vocalises, operatic and oratorio selections. German songs. Must be able to play accompaniments well and read vocal music at sight.

Harmony, Piano, Musical Forms, and Science of Music.

One year of German.

## HARMONY.

It is of the greatest importance that every musical student should have a knowledge of the laws of harmony and composition. One may be taught to play correctly without this, but without it no one can become a true musician, able to understand and interpret the works he has to learn.

## HISTORY OF MUSIC.

The class in history will meet weekly. This will be free to all Harmony students, in Teachers' Certificate Class.

## COMPOSITION.

The class in Composition will meet weekly at the Studio.

## RUDIMENTS.

A class in rudiments of music will be conducted at the studio one hour per week for the benefit of all the students of the College. Sight reading and ear training will be taken up and the knowledge thus gained will prove of inestimable value to the pupils.

# School of Oratory

The work of this department aims to develop the power of expression. The School of Oratory has no methods except those founded on the principles of simplicity and naturalness. Its aim, in the words of Hamlet, is "to hold the mirror up to nature." We recognize the principle that all growth must be from within. Hence, stress is laid upon securing correct mental attitude on which depends the development of the emotional nature. A healthy body, capable of expressing the thoughts of a well-trained mind; the ability to speak distinctly and accurately one's mother tongue; appreciation of the best literature and the power to interpret it; the development of the soul to a broader sympathy—in short, the production of all-around readers and speakers—these are some of the results expected.

## TEACHERS' CERTIFICATE COURSE.

Two years of both class (daily) and private work (once per week) are required.

### FIRST YEAR.

The fundamental principles as set forth in Fulton and Trueblood's "Practical Elocution."

Interpretation and rendition of typical readings and impersonations from the best authors.

VOICE.—Special attention paid to breathing, tone placing, voice building, articulation, etc.

PHYSICAL TRAINING.—Light gymnastics once per week given with reference to the promotion of health, and exercise for the promotion of grace and freedom of movement.

ENGLISH.—First year preparatory. (See page 51.)

### SECOND YEAR.

Study of the highest classics, such as Tennyson's "Princess," Scott's "Lady of the Lake," and Shakespeare's Comedies.

Continued Voice Work.

Stage Technique.

English: Second Year Preparatory. (See page 51.)

Psychology. (See page 63.)

### SENIOR COURSE.

One extra year's work, both classes (three times a week), and private (two times per week).

Continued work in the interpretation and rendition of the works of the best authors, including Shakespeare's Tragedies.

More advanced work in reading and impersonating, including the preparation of selections for criticism.

ENGLISH.—Third Year Preparatory. (See page 51.)

PUBLIC SPEAKING.—Classes are organized in Public Speaking, which meet twice a week. Special attention is paid to voice and enunciation, directness and power, and all that goes to produce natural and forceful address. Practice in rendition of standard orations and in extemporaneous speaking.

### Requirements for Graduation

Pupils are required to appear in recitals given by the department at least once each year, and to appear before the public three times each semester; to take part in one amateur play; and to give a graduation recital during May of the final year.

# Manual Training Department

In considering the needs of Graceland College the Board of Trustees decided that a course in Manual Training should be added to the curriculum, that the school might the more efficiently prepare our young people for the places they must take in life. This need of the College was presented to the General Sunday School Association in annual convention at Lamoni, Iowa, on April 5, 1907, and a gift of one thousand dollars was made to the board for the equipment of a manual training department.

This has been expended, a room in the basement of the College has been fitted with the modern tools, benches, and machinery necessary to make a drafting room and workshop. Classes have been conducted here, greatly to the interest and profit of those entering the classes.

College students intending to complete an engineering course may take at least their first year's collegiate course here and carry full credits to any other college, university, or technical school.

Preparatory students may elect two years' work in Manual Training, receiving credit for college entrance equal to one unit.

Other students may, by permission, elect the work or carry it as extra with their regular classes.

A shop fee of \$1.50 per semester will be charged all students enrolling for Manual Training.

Further information will gladly be given upon application to the President of the College or the Director of the Department.

## COLLEGE COURSES.

### FRESHMAN YEAR.

1. MECHANICAL DRAWING.—Combined with Course 2. *Mechanical Drawing Course*.—(A) Free-hand sketching; (B) Orthographic, isometric, and cabinet projection,—of simple objects,—of shop problems; (C) Simple machine design; (D) Geometrical constructions; (E) Shades, shadows, and perspective; (F) Free-hand lettering. One lecture or recitation and two two-hour periods per week.



2. SHOP WORK.—Combined with Course 1. (A) Bench work:—1. Joinery—types studied with special reference to theory and application. 2. Cabinet-making:—problems,—chairs, stands, settles, tables, etc.,—special study of Mission furniture; (B) Lathe and Pattern work: (1) Type problems in spindle and face-plate turning, and (2) Theory and practice of pattern-making; (C) Study of selection and methods of finishing woods; (D) A notebook containing sketches and descriptions of all work done is to be kept by each student as a record of his work. Two two-hour shop periods per week.

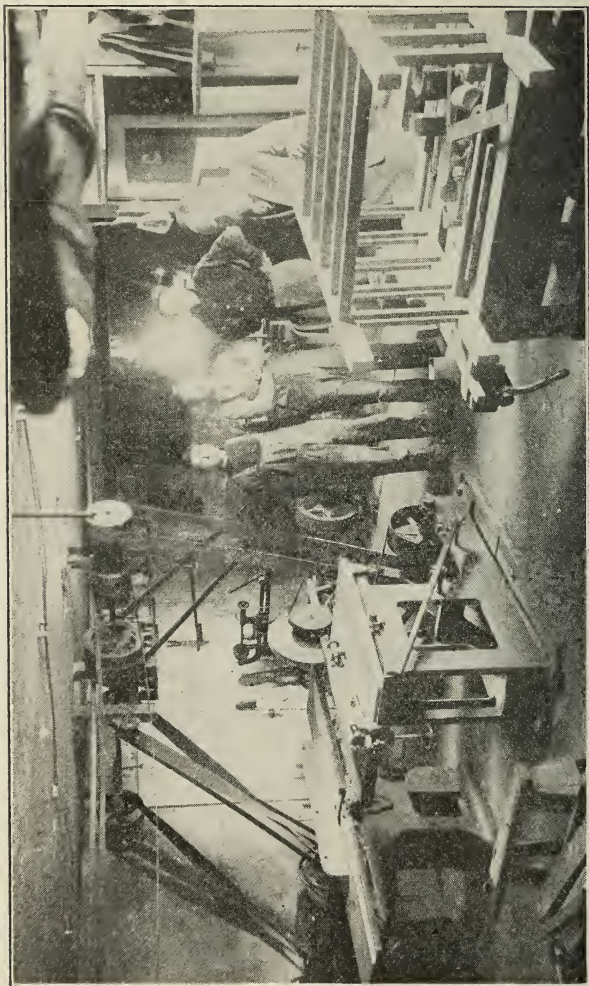
ACADEMIC COURSES.

1. COURSES IN DRAWING.—Combined with Course 2. (A) Instruction in care and use of instruments; (B) Free-hand sketching,—appearance drawing of simple objects and groups; (C) Three-view drawing of simple joints and exercises:

1. Half-lap, mid-lap, end-lap, splice.
2. Mortise and tenon,—end,—T and blind.
3. Housed or gained.
4. Mitered—full, half.
5. Notched and dovetail.
6. Timber splices.
7. Forms of braces.

(D) Two- or three-view drawings of simple projects; as, coat-hangers, broom-holders, foot-stools, taborets, book-racks, shelves, etc.; (E) Geometrical construction: Six plates of simple figures and problems; (F) Printing,—inclined free-hand Gothic required for all plates. Two two-hour periods per week.

2. COURSE IN WOOD-WORKING.—Combined with Course 1. (A) instruction in care and use of tools; (B) Making of all type joints and exercises listed under "C" above. (As nearly as possible each exercise is to be followed by its application in a project); (C) Original projects as listed under "D" above. (Must be suited to the skill of the student and should satisfy an actual need); (D) Study of the various woods used in the shop,—properties, source of supply, cost, etc.; (E) A notebook containing sketches and descriptions of all work done must be neatly kept by each student. Three two-hour periods per week.



A SECTION OF THE SHOP.

## A COURSE FOR WOMEN.

If time can be found in the schedule a special woman's class will be organized for constructive work in the shop. Such projects will be undertaken as are adapted to the ability of the class. The theory or construction will be but briefly touched upon, special stress being laid upon the process, exactness, symmetry, proportion, finish, and adaptability of design.

Shop practice daily; five hours per week.

**BIBLE STUDY AND RELIGIOUS PEDAGOGY**

The growing demand for a course in Bible Study and Religious Pedagogy upon the part of those desiring to qualify for teaching in the Sunday schools and societies of the young people, has called for action, and the colleges are providing for it. Being unwilling to be behind in any good thing, and being desirous of meeting every legitimate demand as promptly and as fully as circumstances will allow, the College is now able to announce this course.

We count it very fortunate that we have been able to secure the services of one so well qualified for this special course as Mrs. Christiana Salyards, so well known throughout the church as Editor of the *Gospel Quarterly*, Sunday school lessons in three grades.

This course will be nonsectarian, and open to any who may desire to take advantage of it and become regularly enrolled. While it is purely elective, a credit of one-half unit will be allowed those who satisfactorily complete the work offered. It will require a period of about 24 weeks, two lessons per week, to cover the first standard course, which may be followed by an advanced course, requiring about double the amount of time for first course.

**Courses of Study****FIRST STANDARD COURSE.**

Outlines of Old and New Testament, including: Books of the Bible—their number, authorship, classification, etc.; Bible History; Bible Geography; Bible institutions.

The pupil—His nature and development, environment, etc.

The teacher—Qualifications and duties, etc.

The Sunday school—History, organization, methods, etc.

The text used is *Teacher Training Lessons*, by Hurlbut, or some one of many equivalent texts.

#### ADVANCED STANDARD COURSE.

This will include Child-study, Pedagogy, Old Testament, New Testament, using such texts as, *From One to Twenty-one*, by Murray; *A Study of Child-nature*, by Harrison; *Seven Laws of Teaching*, by Gregory; *The Making of a Teacher*, by Brumbaugh; *Outline Studies in Old Testament*, by Hurlbut; *The Old Testament and Its Contents*, by Robertson; *Outline Studies in New Testament*, by Hurlbut; *New Testament and Its Writers*, by McClymont.

# Register of Students 1911-1912

## Collegiate

### Sophomore.

Cook, Eric.....	Independence, Missouri
Gunsolley, Lucy K.....	Lamoni, Iowa
Irwin, Charles E.....	Taberville, Missouri
Smith, Inez.....	Lamoni, Iowa

### Freshman.

Anderson, Arthur Scott.....	Lamoni, Iowa
Barrett, Marion Vernon.....	Gibbon, Nebraska
Case, Milnor Ward.....	Lamoni, Iowa
France, Joseph E.....	Lamoni, Iowa
Hield, Norman E.....	Janesville, Wisconsin
Hutchinson, Mark C.....	Cadillac, Michigan
Kelley, D. Emlin.....	Independence, Missouri
Wind, Hortense E.....	Council Bluffs, Iowa
Worlund, Mamie L.....	Pollard, Alabama

## Normal School

Anderson, Emma H.....	Lamoni, Iowa
Barnett, Ina.....	Blythedale, Missouri
Barr, Ruth .....	Lamoni, Iowa
Brown, Myrtle.....	Lamoni, Iowa
Constance, Mabel A.....	Cameron, Missouri
Curtis, James N.....	Holden, Missouri
Freestone, Isabel C.....	Decatur, Iowa
Frink, Helen .....	Lamoni, Iowa
Gilbert, Jessie May.....	Lamoni, Iowa
Griffiths, Harriet M.....	Columbus, Ohio
Haas, Myrtle M.....	Lamoni, Iowa
Hanson, Adelaide.....	Detroit, Michigan
Hall, Daisy H.....	Lamoni, Iowa
Hardinger, Cora.....	Davis City, Iowa
Hill, Maude.....	Blythedale, Missouri
Hoffman, E. Irene.....	South Boardman, Michigan

Johnson, Clara P.....	Cameron, Missouri
Judson, Mildred F.....	Lamoni, Iowa
Langton, Jessie.....	Lawton, North Dakota
Lawhorn, Marie.....	Lamoni, Iowa
Layton, Esther Irene.....	Holden, Missouri
Ledsworth, Eva V.....	Port Hope, Michigan
Myers, Agda M.....	Denison, Iowa
Randall, Dessa Marie.....	Hardin, Montana
Sodersten, Mary.....	Clearwater, Nebraska
Spencer, Henrietta D.....	Pleasanton, Iowa
Steckel, Laura B.....	Lamoni, Iowa
Young, Alta V.....	Lamoni, Iowa
Thompson, Agnes.....	Lamoni, Iowa
Tapscott, Leota M.....	Lamoni, Iowa

#### Preparatory.

Allen, Charles.....	Boyne City, Michigan
Boatwright, Robert D.....	Youngsville, Kansas
Breakie, Allan.....	Grindstone City, Michigan
Brolliar, Kenneth G.....	Fort Collins, Colorado
Bronson, W. G.....	Genoa, Illinois
Carr, Davis.....	Little Rock, Arkansas
Cochran, Wallace.....	Lamoni, Iowa
Cole, Fayette.....	Lamoni, Iowa
Choso, Peter.....	Tokyo, Japan
Constance, Chester.....	Cameron, Missouri
Davis, Frances.....	Lamoni, Iowa
Doolittle, Mabel.....	Des Moines, Iowa
Driggs, Vaughn.....	Lamoni, Iowa
Eliason, Ernest.....	Race Track, Montana
Farthing, Robert J.....	London, Ontario
Ferguson, William L.....	Spokane, Washington
Green, Gladys M.....	Genoa, Illinois
Jones, Lonzo.....	Davis City, Iowa
Koger, Giles B.....	Cameron, Missouri
Lewis, Mary.....	Independence, Missouri
McPherson, J. Lawrence.....	Los Indes, Isle of Pines
McPherson, John Kenneth.....	Los Indes, Isle of Pines



Mortimore, Morris E.....	Hamburg, Iowa
Nicholls, Clara L.....	Blythedale, Missouri
Newkirk, Ernest L.....	Independence, Missouri
Pettit, William A.....	Saskatoon, Saskatchewan
Rodgers, William G.....	Boone, Iowa
Ross, Ruby.....	Gilroy, California
Sandage, Effie.....	Taberville, Missouri
Thrutchley, Roy.....	Kansas City, Missouri
Vredenburg, Lois.....	Pisgah, Iowa
Wright, Charles M.....	De Kalb, Illinois

### Commercial School

Anderson, Emerson Sidney.....	Clifford, North Dakota
Anderson, John Elmer.....	Lamoni, Iowa
Badham, Walter G.....	Henderson, Iowa
Barrett, Vinton E.....	Gibbon, Nebraska
Benc, Arthur Edgar.....	Logan, Iowa
Bender, H. C.....	Lamoni, Iowa
Bohn, Robert G.....	Lamoni, Iowa
Chapman, Charles E.....	Lamoni, Iowa
Christy, Leon E.....	Calgary, Alberta
Evans, V. R.....	Lamoni, Iowa
Ferguson, Walter.....	Cameron, Missouri
Fisher, Ruth.....	Independence, Missouri
Frederick, Harold E.....	Joliet, Illinois
Hatcher, Earl M.....	Lamoni, Iowa
Hougas, Ward.....	Macedonia, Iowa
Jordan, George A.....	Sunnyvale, Saskatchewan
Lawhorn, Arthur.....	Lamoni, Iowa
Nelson, Harley.....	Traverse City, Michigan
Oldfather, Harry L.....	Lamoni, Iowa
Pitkin, Arthur F.....	Lamoni, Iowa
Pritchard, E. L.....	Macedonia, Iowa
Skank, Lee E.....	Henderson, Iowa
Smith, Alma W.....	Higbee, Missouri
Snow, Lilburn Rosco.....	Knobnoster, Missouri
Worlund, John.....	Pollard, Alabama

## Shorthand.

Aldredge, Dale C.....	Leon, Iowa
Armstrong, John W.....	Manchester, England
Bender, Mae R.....	Lamoni, Iowa
Burke, Faye E.....	Hiteman, Iowa
Campbell, May.....	Thamesville, Ontario
Chapman, Benjamin O.....	Lamoni, Iowa
Chapman, Charles E.....	Lamoni, Iowa
Coats, Ray D.....	Nez Perce, Idaho
Crabb, R. H.....	Little Sioux, Iowa
Fisher, Ruth.....	Independence, Missouri
France, Elizabeth.....	Lamoni, Iowa
France, Joseph E.....	Lamoni, Iowa
Hewitt, Wilbur C.....	Blenheim, Ontario
Jepson, David Arthur.....	Frazee, Minnesota
Lampman, Leah.....	Porcupine, Wisconsin
Mader, Lucile.....	Lamoni, Iowa
McDonald, A. E.....	Grindstone City, Michigan
McDonald, Ella.....	Kimball, Ontario
McDonald, Forest.....	Lamoni, Iowa
McDonald, Frank.....	Lamoni, Iowa
McDonald, Mary.....	Kimball, Ontario
Omans, George E.....	Frazee, Minnesota
Roell, Eric G.....	Independence, Missouri
Roth, John W.....	Weatherby, Missouri
Sears, Lucile W.....	Cheyenne Wells, Colorado
Smith, Freda.....	Lamoni, Iowa
Smith, Gladys.....	Lamoni, Iowa
Smith, Maude O.....	Stuart, Nebraska
Snow, Lilburn R.....	Knobnoster, Missouri
Watkins, Alma.....	Lucas, Iowa
Weise, Eva T.....	Leavenworth, Kansas
Worlund, John.....	Pollard, Alabama

**School of Music**

## Piano.

Anderson, Helena.....	Lamoni, Iowa
Anderson, Ida.....	Lamoni, Iowa
Anthony, Maggie.....	Lamoni, Iowa
Barrows, Allen.....	Lamoni, Iowa
Barrows, Bessie.....	Lamoni, Iowa
Barrows, Nina G.....	Lamoni, Iowa
Bemis, Bessie L.....	San Bernardino, California
Benedict, Hattie E.....	Lamoni, Iowa
Bradfield, Graceland.....	Lamoni, Iowa
Brown, Lorena A.....	Lamoni, Iowa
Carlile, Mabel A.....	Lamoni, Iowa
Cochran, Ruth.....	Lamoni, Iowa
Cook, Laola.....	Lamoni, Iowa
Danielson, Vera.....	Lamoni, Iowa
Dutton, Edna L.....	Davis City, Iowa
Ellswick, Alta Z.....	Carson, Iowa
Feldhahn, Elise M.....	Lamoni, Iowa
Fenn, Zelphia E.....	Carson, Iowa
Fitzpatrick, Lilian.....	Lamoni, Iowa
Fleet, Helene.....	Lamoni, Iowa
Glover, Robert L.....	Lamoni, Iowa
Goode, Gladys P.....	Lamoni, Iowa
Goode, Ruby A.....	Lamoni, Iowa
Grenawalt, Ruth.....	Lamoni, Iowa
Griffiths, Harriet M.....	Columbus, Ohio
Hackett, Ethel M.....	Lamoni, Iowa
Hatcher, Alice.....	Lamoni, Iowa
Heathman, Florence V.....	Lamoni, Iowa
Hutchcroft, Bernice.....	Lamoni, Iowa
Jamison, Fannie.....	Lamoni, Iowa
Judson, Ruth.....	Lamoni, Iowa
Kaestner, Martha D.....	Lamoni, Iowa
Kaestner, Martha H.....	Lamoni, Iowa
Kelley, Loneita.....	Lamoni, Iowa
Kelley, Mary E.....	Lamoni, Iowa

McClaran, Clella.....	Davis City, Iowa
McClaran, Una.....	Davis City, Iowa
Mather, Marguerite.....	Lamoni, Iowa
Miller, Mrs. O. R.....	Lamoni, Iowa
Monroe, Edith L.....	Lamoni, Iowa
Monroe, Wayve.....	Lamoni, Iowa
McCray, Minnie V.....	Manhattan, Kansas
Mortimore, Etta.....	Hamburg, Iowa
Pitkin, Cleora.....	Lamoni, Iowa
Poush, Irene.....	Lamoni, Iowa
Poush, Lela H.....	Lamoni, Iowa
Rabidou, Helen.....	Lamoni, Iowa
Rauch, Blanche.....	Lamoni, Iowa
Ray, Nellie M.....	Lamoni, Iowa
Rhodes, Faye L.....	Lamoni, Iowa
Scott, Raymond C.....	Lamoni, Iowa
Shoemaker, Leah A.....	Beardstown, Illinois
Slover, Julia F.....	Independence, Missouri
Smith, Beth.....	Lamoni, Iowa
Spurrier, Hazel.....	Lamoni, Iowa
Suman, Mildred F.....	Moline, Illinois
Teale, Leah.....	Davis City, Iowa
Thompson, Florence L.....	Lamoni, Iowa
Traxler, Myrel.....	Lamoni, Iowa
Vanderflute, Harriet.....	Lamoni, Iowa
Vredenburg, Amy.....	Lamoni, Iowa
White, Gertrude.....	Lamoni, Iowa
Wright, Marion.....	DeKalb, Illinois
Yarrington, Edith.....	Lamoni, Iowa
Young, Zula G.....	Lamoni, Iowa

#### Vocal.

Ballantyne, Myrtle.....	Lamoni, Iowa
Brackenbury, Alene.....	Lamoni, Iowa
Brolliar, Kenneth G.....	Fort Collins, Colorado
Burke, Faye E.....	Hiteman, Iowa
Dittemore, Clara E.....	Troy, Kansas
Elswick, Alta Z.....	Carson, Iowa

Fenn, Zephia E.....	Carson, Iowa
Hawley, Ethyl.....	Lamoni, Iowa
McKinley, Lila.....	Leon, Iowa
Miller, Mrs. O. R.....	Lamoni, Iowa
Salyards, Zaide.....	Lamoni, Iowa
Scott, Laura Elvah.....	Lamoni, Iowa
Wailles, Helen S.....	Davis City, Iowa
Weld, Emma R.....	Lamoni, Iowa
Wickes, Marguerite.....	Lamoni, Iowa
Wight, Elizabeth.....	Lamoni, Iowa

### School of Oratory

Allen, Ruth E.....	Lamoni, Iowa
Baguley, Ruby.....	Lamoni, Iowa
Boatwright, Robert D.....	Youngsville, Kansas
Crick, Ellen Altha.....	Independence, Missouri
Dillon, May.....	Lamoni, Iowa
France, Joseph E.....	Lamoni, Iowa
Goode, Lucy M.....	Lamoni, Iowa
Hoffman, E. Irene.....	South Boardman, Michigan
Hougas, Almon G.....	Macedonia, Iowa
Judson, Carl.....	Lamoni, Iowa
Lambert, Clara V.....	Lamoni, Iowa
Lambert, Jean.....	Lamoni, Iowa
Moore, Lockwood B.....	Lamoni, Iowa
Nicholson, Gracia.....	Lamoni, Iowa
Rauch, Roberta E.....	Lamoni, Iowa
Rhodes, Leighton L.....	Lamoni, Iowa
Scott, Rothmer.....	Lamoni, Iowa
Smith, Earlita.....	Lamoni, Iowa
Smith, Maude Waye.....	Lamoni, Iowa
Traxler, Nina M.....	Lamoni, Iowa
Teale, Gladys.....	Lamoni, Iowa
Wiley, Jessie C.....	Lamoni, Iowa

**Preliminary English**

Bond, Fred C.....	Kansas City, Missouri
Christensen, Paul E.....	Dallas, Texas
Cudney, Charles H.....	Lamoni, Iowa
Dawson, Winnie J.....	Dahinda, Illinois
Hinkle, Quincy E.....	Lamoni, Iowa
Koger, Giles B.....	Cameron, Missouri
Merrick, Albert.....	Fordyce, Nebraska
Myers, True.....	Deloit, Iowa

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